



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 17, 2022

Diana Thill
Big Bay de Noc School
8928 00.25 Rd.
Cooks, MI 49817

RE: License #: DC210286054
Big Bay de Noc Readiness Program
8928 00.25 Road
Cooks, MI 49817

Dear Ms. Thill:

This letter is to advise you that the 10/13/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8110(6) Applicant; licensee; licensee designee; requirements.	On the day of the inspection, there was not a daily log of staff in and out times for my review.	Accurate daily attendance records will be completed by staff. This will be checked on periodically by the program director.	10/4/22 On-going
R 400.8110(9) Applicant; licensee; licensee designee; requirements.	The department was not notified that the previous program director wasn't returning.	The licensee designee and program director will notify the department when staff changes within 5 business days.	On-going
R 400.8143(1) Children's records.	Of the ten child information records reviewed, all of them were missing some information.	The program director made sure the missing information was completed.	10/4/22 On-going

R 400.8143(11) Children's records.	On the day of the inspection, a daily attendance record showing the first and last names of all the children who are transported on the bus was not available for my review.	The program director will log the child daily attendance.	10/4/22 On-going
R 400.8143(6)(C) Children's records.	Of the ten child files reviewed, one child enrolled did not have a physical on file. One of the children enrolled has a physical on file that was incomplete. The physician didn't complete section 4.	All files will be looked through to make sure physicals are on file and complete.	10/4/22 On-going
R 400.8330(10) Food services and nutrition generally.	On the day of the inspection, the meal and snack menus for September weren't posted.	Menus will be posted in a place visible to parents.	10/4/22 On-going

It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,

Michelle A. Marenger

Michelle A. Marenger, Licensing Consultant
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(906) 290-2618