



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

Michelle Richard  
ACTING DIRECTOR

05/13/2024

Nicole Dixon  
Childrens Learning Center  
423 Porter  
Petoskey, MI 49770

License Number: DC240018051

Dear Nicole Dixon,

This letter is to advise you that the 5/13/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Child Care Follow-up Inspection Case, 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](#).

<b>Violation cited</b>	<b>Noncompliance observed</b>	<b>Plan to correct</b>	<b>Date to be completed</b>
R 400.8161(8)	During the interim inspection, licensee designee Nicole Dixon reported that she only had documentation showing child care staff members being trained once a year on emergency plans opposed to twice a year.	Nicole Dixon will generate a form to document staff training twice/year on emergency procedures. The form will include training dates and staff signatures and Nicole Dixon will monitor and maintain the form to meet and remain in department compliance.	5/31/24
R 400.8110(10)	During the interim inspection, I observed children using an office in the GSRP classroom and the CLC staff office. The center did not obtain written	Nicole Dixon will ensure the classroom office spaces (GSRP and CLC) are no longer allowed for child use. Prior to use, Nicole	Immediate (5/1/24)

	approval from the department prior to use.	Dixon will pursue the proper process for any possible child use spaces at the center including obtaining written approval from the department.	
R 400.8167(3)	During the interim inspection, I observed children using an office in the GSRP classroom and the CLC staff office. Neither of these spaces have been approved by the department prior to use.	Nicole Dixon will ensure the classroom office spaces (GSRP and CLC) are no longer allowed for child use. Prior to use, Nicole Dixon will follow the proper process for any future child use spaces at the center including floor plan approval from the department.	Immediate (5/1/24)

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

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact Codie Mayhew at 2313-42-5006 or mayhewc@michigan.gov. In the event that Codie Mayhew is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Codie Mayhew, Licensing Consultant