



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

February 4, 2021

Julie Spencer
 Harbor Light Christian School
 8333 Clayton Rd.
 Harbor Springs, MI 49740

RE: License #: DC240242622

RE: SI LOG #: **Harbor Light Readiness Program
 8333 Clayton Road
 Harbor Springs, MI 49740**

Dear Ms. Spencer:

This letter is to advise you that the 02/03/2021 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 400.8112(1)(c)	During the inspection, I identified that child care staff member Taylor Andersen began working at the center on 12/03/2020 but she had not completed her fingerprints for the comprehensive background check until 12/04/2020.	Ms. Spencer reported that all child care staff members will be deemed eligible and approved through the licensing department and fingerprinting must be approved before any new staff are allowed in the classroom. New staff will only be allowed in the classroom when they meet all of the guidelines and the documentation is approved. To maintain compliance, the program director and the licensee designee will review	01/21/2021

		new staff records and staff records will be reviewed yearly.	
R 400.8143(1)	During the inspection, I reviewed 10 child information cards. Out of the 10 child information cards, 6 were missing an employer phone number, two cards were missing an employer name, two cards were missing information in the allergies/special needs/special instructions section, and two cards were missing the parent's initials along with the center's name in the authorization of emergency medical treatment section.	Ms. Spencer reported that all child information cards were updated by parents. She stated that all aftercare child information cards are in the process of being updated. To maintain compliance, the program director will review the child information cards during enrollment and the lead teacher will review child information cards every September or within a month of new enrollments.	02/12/2021

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 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 (231) 922-5309.

Sincerely,



Codie Mayhew, Licensing Consultant
 BCHS/Child Care Licensing Division
 701 S. Elmwood Ave, Suite 11
 Traverse City, MI 49684
 (231) 342-5006