



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 13, 2021

Kelly Dutcher  
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. Paule:

This letter is to advise you that the 05/12/2021 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 400.8143(8)(a-c) | During the inspection, I found there were no health statements signed by school-age children's parents for the afterschool program. | Ms. Dutcher reported that she has had parents sign a health statement for all children enrolled in the before and after school program. To maintain compliance, the program director will review child records prior to a child attending to ensure the required paperwork has been completed and child care staff members will review child files throughout the year. | 05/14/2021           |

|               |  |   |            |
|---------------|--|---|------------|
| R 400.8146(1) | During the inspection, Ms. Dutcher reported that written information packets were not distributed to school-age children's parents for their children enrolled in the afterschool program. | Ms. Dutcher reported that parent handbooks have been supplied to all parents and all parents have signed the parent handbook statement. To maintain compliance, child care staff members and the program director will review all documents prior to children's first day of attendance and child care staff members will review child files throughout the year. | 05/14/2021 |
|---------------|--|---|------------|

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