



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
ACTING DIRECTOR

5/09/2024

Kelly Dutcher
Harbor Light Readiness Program
8333 Clayton Road, Harbor Springs, MI 49740

License Number: DC240242622

Dear Kelly Dutcher,

This letter is to advise you that the 5/7/2024 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](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
722.115n(3)	During the interim inspection, child care staff member Jessica Paule did not have an updated consent and disclosure form when she completed her updated fingerprints for the comprehensive background check.	A new consent and disclosure form has been completed and is now in Jessica's file. In the future a co director will ensure that any updated finger printing will include an updated new consent and disclosure form.	May 6, 2024
R 400.8125(3)	During the interim inspection, I found three supervised volunteers with no public sex offender registry clearance: Megan Cole, Tammy Peer, and Alexa Thibault.	Program director will ensure a printed copy of Megan Cole, Tammy Peer and Alexa Thibault PSOR clearance is printed and included in their paperwork. Prior to a new supervised volunteer helping in our	May 10, 2024

		program, a co director will ensure to print and place with their paperwork, hard copies of their public sex offender registry clearance.	
R 400.8161(1)(e)	During the interim inspection, I found that there was not an individual active shooter crisis management plan.	An Individual Active Shooter plan has been added to our crisis management plan. At least twice annually, or sooner if changes are made to the HLRP Crisis Response Plan, Co director will meet with all staff to explain the updated plan and answer any questions.	May 8, 2024

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 231-342-5006 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