



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 26, 2023

Annette Hughes  
Sunny Patch Learning Center LLC  
1160 Donaldson Street  
Flint, MI 48504

RE: License #: DC250392657

**Sunny Patch Learning Center -Carmanbrook  
1736 Carmanbrook Pkwy  
Flint, MI 48507**

Dear Ms. Hughes:

This letter is to advise you that the 04/20/2023 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
R400.8112(2)(a) Comprehensive background check; fingerprinting	The completed consent and disclosure forms were not onsite for review for the following staff: Tonjala Houston, Ashley Sisco, Dashaia Abdullah and Annette Hughes	Program director will ensure all staff connected in the CCBC have the fully filled out consent and disclosures onsite for review.	04/30/2023
R400.8112(2)(d) Comprehensive background check; fingerprinting	The CCBC is not accurately maintained. There are 14 individuals connected to center however only four should be.	Program director will ensure the CCBC is accurately maintained.	04/30/2023

R400.8131(1) Professional development requirements	There is no documentation of orientation provided to the following staff: Tonjala Houston, Ashely Sisco, and Dashaia Abdullah.	Program director will ensure all staff are provided an orientation regarding centers rules, policies and the administrative rules for licensing, documentation to be kept onsite for review.	04/30/2023
R400.8143(1) Children's records	The child information cards are not filled out in their entirety, of the 13 reviewed, 11 were missing items including doctor's name, doctors' number, special needs, allergies, permission to treat, no signature of parent or dated by parent. Two cards did not have the entire back side filled out.	Program director will ensure all child information cards are filled out in their entirety.	04/30/2023
R400.8143(6) Children's record	One child did not have a health appraisal completed within 30 days of enrollment and continues to not have a current health appraisal.	Program director will ensure all children enrolled in child care have a health appraisal signed by a physician within 30 days of enrollment.	04/30/2023
R400.8152(8) Medication; administrative procedures	Of the 13 child files reviewed none had an annual topical permission slip completed.	Program director will ensure all children enrolled have an annual topical permission slip completed.	04/30/2023
R400.8161(3) Emergency procedures	The was not a posted tornado emergency plan posted.	Program director will ensure all required emergency procedure postings are posted.	04/20/2023
R400.8161(4) Emergency procedures	There was not a crisis management plan onsite.	Program director will ensure there is a crisis management plan posted in a private place where only staff know it is posted.	04/30/2023
R400.8161(5) Emergency procedures	There was no fire drill log for 2021 and no fire drill completed in the first quarter of 2022.	Program director will ensure all logs are onsite and available for review, as well as completing one fire drill each quarter of the calendar year.	04/20/2023
R400.8161(8) Emergency procedures	There is not documentation staff is being trained twice	Program director will ensure staff are trained on centers emergency procedures and	04/20/2023

	a year in the center's emergency procedures.	documentation is completed and retained onsite for review.	
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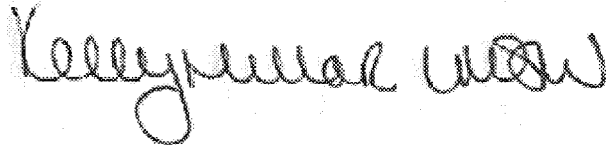
It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

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 (517) 284-9730.

**Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.**

Sincerely,



Kelly Millar, LMSW, Licensing Consultant  
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P.O. Box 30664  
Lansing, MI 48909  
989-385-6683