



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 23, 2022

Kimberly Chesney  
Traverse City Christian Schools  
753 Emerson Road  
Traverse City, MI 49696

RE: License # DC280313616  
**Traverse City Christian Schools**  
**753 Emerson Road**  
**Traverse City, MI 49696**

Dear Ms. Chesney:

This letter is to advise you that the 05/20/2022 corrective action plan you submitted in response to the Renewal Licensing Study Report, is not approved for the following reason:

Corrections lack the following information:

- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be (or was) completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- Your correction R400.8112(2)(a) does not match the citation.

Please review each cited rule and rewrite your corrections to match what was cited while including the information outlined in the bullets above.

For example:

**R400.8112(2)(a) One staff member's Consent and Disclosure form was from the Michigan Department of Education instead of child care licensing's child care background check (CCBC) unit's form prescribed by the department.**

**Correction:** On **(DATE)** program director and licensee designee Ms. Chesney had the staff member with the wrong Consent and Disclosure form complete the correct form from the CCBC. In the future, all staff will complete the correct Consent and Disclosure form. The licensee designee will be responsible for maintaining compliance by reviewing all Consent and Disclosure forms for new staff undergoing fingerprinting and will make sure the correct form is completed and on file prior to being fingerprinted.

You have 5 working days from receipt of this letter to submit a revised corrective action plan regarding the violation of each rule listed in the report. Failure to submit an acceptable corrective action plan may result in disciplinary action.

The Bureau 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,

A handwritten signature in cursive script that reads "Renee Libby".

Renee Libby, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(231) 357-3087