



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 28, 2021

Traci Gavenda
Ashley Community Schools
P.O. Box 6
Ashley, MI 48806

RE: License #: DC290269354
Ashley Community Schools
104 N. New Street
Ashley, MI 48806

Dear Ms. Gavenda:

This letter is to advise you that the 05/27/2021 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
R400.8112(2)(c) Comprehensive background check; fingerprinting.	Program director Ms. Stephanie Combs was unable to provide a signed and dated consent and disclosure form for licensee designee Ms. Traci Gavenda and child care staff member Ms. Mallory Yelsik.	Ms. Combs will keep a signed and dated consent and disclosure form for licensee designee and all child care staff members on site.	05/14/2021
R400.8131(11) Professional development requirements.	Program director Ms. Stephanie Combs was unable to provide documentation of the 16 annual hours of	Ms. Combs will have all child care staff members keep a running record of professional development. This form will be	09/02/2021

	professional development completed by child care staff members Ms. Meggan Andrews and Ms. Theresa Ward.	given to all staff members at the beginning of each calendar year.	
R400.8131(8) Professional development requirements.	There was no an on-going professional development plan for child care staff members Ms. Stephanie Studt, Ms. Meggan Andrews and Ms. Theresa Ward.	An on-going professional development plan will be created by Ms. Combs and Ms. Gavenda. This plan will be followed by all child care staff members and reviewed at the yearly orientation meeting.	09/02/2021
R400.8143(1) Children's records.	Ten child information cards had missing or incomplete information.	Ms. Combs will have all child information cards filled out completely and signed by parents before enrollment.	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 (517) 284-9730.

Sincerely,



Dana Desgranges, Licensing Consultant
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 611 W. Ottawa Street
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 Lansing, MI 48909
 (517) 388-4625