



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
ACTING DIRECTOR

3/18/2024

Amberly YMCA Prime Time
6637 Amberly Street, Portage, MI, , 49024

License Number: DC390414012

Dear Bobby Ludwick,

This letter is to advise you that the 3/14/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Child Care Case Complaint, 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 400.8125(1)	Child care staff members did not provide appropriate care and supervision when Child A was left unsupervised on the playground for approximately 10 minutes. While child care staff report they did take attendance before heading inside, they were not aware that Child A was missing from the group until he made himself known to come inside.	Amberly staff will follow the three point attendance policy when transitioning to a new area. 1. Call attendance will visual while students line up. 2. Confirm the number of students and leave area. One staff will be at the front of the line and one staff at the end of the line. 3.Count students as they enter new space.	2/2/2024

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 Julia Majka at (269) 615-6039 or majkaj@michigan.gov. In the event that Julia Majka is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Julia Majka, Licensing Consultant