



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 6, 2022

Melanie Frances
Holy Spirit School
2222 Lake Michigan NW
Grand Rapids, MI 49504

RE: License #: DC410398968
Holy Spirit Child Discovery Center
2222 Lake Michigan Dr. NW
Grand Rapids, MI 49504

Dear Mrs. Frances:

This letter is to advise you that the 06/06/2022 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
8131 Professional Development	One child care staff member did not have official transcripts as documentation for completed training hours.	Official transcripts were requested for the child care staff member and will be required for all staff when used for training hours.	06/06/2022
8134 Hand washing	Children in care did not wash their hands prior to eating snack.	Child care staff members had a review of the hand washing requirements and a notice was posted for this requirement.	06/01/2022
8170 Outdoor play area	Documentation that parents signed the notification that the playground equipment is used for school age children only and has not	The licensee designee was not present for the inspection and the program director was not able to located this documentation. The facility has had parents sign this notification	06/01/2022

	been inspected was not able to be located.	and provided verification this was done.	
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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 (616) 356-0183.

Sincerely,



Dawnita Diaz, Licensing Consultant
(616) 402-9376