



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

August 7, 2023

Emily Vander Galien
Childtime Childcare, Inc.
Suite 100
21333 Haggerty Road
Novi, MI 48375

RE: License #: DC410412785
RE: SI LOG #: 2023D0715022
CT DBA Gilden Woods Caledonia
7294 Kraft Avenue
Caledonia, MI 49316

Dear Emily Vander Galien:

This letter is to advise you that the 08/07/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation 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
R 400.8182(3)(a) Ratio and group size requirements.	The center failed to maintain appropriate ratio requirements on more than one occasion in the toddler classrooms.	Staff will not accept a child into care if that child will cause the staff member to exceed appropriate staff to child ratio requirements. The program director will ensure that adequate staff are scheduled daily to accommodate the number of children scheduled.	07/31/2023
R 400.8143(11) Children's records.	The program director did not ensure that an accurate record detailing daily arrival	Staff will ensure that the daily attendance record for children include each child's first and last	07/31/2023

	and departure times for each child was maintained on seven occasions. Additionally, last names were not recorded for all children listed on the attendance records.	name. Staff will ensure that an arrival time is recorded at each child's time of arrival. Staff will ensure that a departure time is recorded as each child departs for the day. The program director will provide training to all current staff members on children's attendance requirements. The program director will routinely check children's attendance records to ensure compliance.	
R 400.8110(6) Applicant; licensee; licensee designee; requirements.	The program director did not ensure that an accurate record detailing daily arrival and departure times for each staff member was maintained on six occasions. Additionally, last names were not recorded for all child care staff members listed on the attendance record.	Staff will record and maintain their daily arrival and departure times which will also include their first and last name. The program director will routinely check arrival and departure times for staff to ensure compliance.	07/31/2023

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,

A handwritten signature in cursive script that reads "Pamela Walker".

Pamela Walker, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(616) 250-8864