



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

April 25, 2023

Casey Petz
 Suttons Bay Public Schools
 P.O. Box 367
 Suttons Bay, MI 49682

RE: License #: DC450021318
Suttons Bay Early Childhood Education Programs
P.O. Box 367
310 Elm St.
Suttons Bay, MI 49682

Dear Mr. Petz:

This letter is to advise you that the 04/24/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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](#).

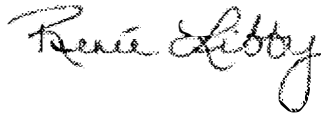
Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8143(1) Children's records.	School age child information cards were missing required information.	Licensee designee Ms. Curtis will ensure school age staff gather missing information on child information card. She will retrain school age staff and administrative assistant on how to ensure information cards are complete at enrollment.	By 05/08/2023

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 (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 30837
Lansing, MI 48909
(231) 357-3087