



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
ACTING DIRECTOR

3/14/2024

Casey Petz/Leesa Curtis
Suttons Bay Early Childhood Education Programs
310 Elm St. P.O. Box 367,
Suttons Bay, MI, 49682

License Number: DC450021318

Dear Leesa Curtis,

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 Inspection, 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
722.115n(1)	Four individuals acted as child care staff members without having completed a comprehensive background check. Licensee designee Leesa Curtis stated that she misinterpreted R 400.8112(3) and thought individuals could act as supervised volunteers while waiting to complete their comprehensive background check.	Beginning immediately and ongoing, Licensee designee Leesa Curtis will ensure that all child care staff members undergo a comprehensive background check before working in the licensed programs. New child care staff members will not be able to work until they are fingerprinted and eligible, or in the "supervision only" status.	March 12, 2024 and ongoing

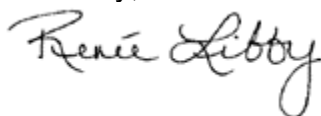
R 400.8128	Three individuals acting as child care staff members did not have verification of a negative TB test on file prior to working with children.	Beginning immediately and ongoing, Licensee designee Leesa Curtis will ensure that all child care staff members will have a negative TB test before working in the licensed programs. New child care staff members will not be able to work until this complete.	March 12, 2024 and ongoing
R 400.8131(12)	One child care staff member did not complete the health and safety refresher in 2022.	Licensee designee, Leesa Curtis will ensure that the individual staff member will complete the Health & Safety Refresher course for 2022 by April 1, 2024. Licensee Designee Leesa Curtis, will ensure going forward all child care staff members will complete Safety and Refresher courses annually.	April 1, 2024 and ongoing

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 Renee Libby at (231) 357-3087 or libbyr@michigan.gov. In the event that Renee Libby is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Renee Libby, Licensing Consultant