



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

Marlon I. Brown, DPA
 ACTING DIRECTOR

12/8/2023

Attn: Jessica Terberg
 Hartland Early Learning Center
 10235 School Street
 Hartland, MI, 48353

License Number: DC470020067

Dear Ms. Terberg,

This letter is to advise you that the corrective action plans you submitted on December 7 and December 11, 2023, regarding each rule violation cited in the recently completed inspection, were 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)	On October 17, 2023, the child care staff members did not provide appropriate care and supervision of Child A. Child A was left unsupervised outside on the playground for 2 minutes and 50 seconds.	All staff will provide appropriate care and supervision of all children at all times. Head counts are done at drop off, multiple times during the day and double checked at times of transition. New children sign in sheets have been created so each child is physically counted with a name to face recognition and documented. This student check is completed daily and during transitions with the child care staff	Immediately.

		member, so it is with them at all times.	
R 400.8143(11)	On October 17, 2023, the child care center did not maintain accurate attendance records. The preschool classroom had 15 children present but only 12 children were signed in.	Our daily children's sign in sheet has been updated. The childcare staff members are now in charge of signing in each child, name to face, with the specific time they enter and exit the building instead of the parents signing them in and out at drop off and pickup.	Immediately.
R 400.8155(1)(b)	On October 17, 2023, the program directors and child care staff members did not contact Child A's Mother to inform her that Child A was left outside on the playground. Child A's Mother was not aware that Child A was left on the playground until Child A told her during the car ride home.	Our written policy on updating parents in the events of accident, illness or injury has been updated and expanded upon. It now states that parents will be notified immediately if any of the above occurs. Directors and child care staff members may make a telephone call, talk in person at pick up or notify via email/talking points depending on timing and the severity of the incident.	Immediately.

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 Thanh Biehl at (734) 417-8580 or biehl@michigan.gov. In the event that Thanh Biehl is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in blue ink that reads "Thanh C. Biehl". The signature is written in a cursive style with a small flourish at the beginning.

Thanh Biehl, Licensing Consultant