



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

June 14, 2023

Mary Trucks  
FiveCAP Inc.  
PO Box 37  
Scottville, MI 49454

RE: License #: DC510022246  
**N Manistee Child Dev Center**  
**8850 N Highbridge Rd**  
**Kaleva, MI 49645**

Dear Ms. Trucks:

This letter is a follow-up to the Department’s findings regarding the interim inspection conducted at your center on 05/04/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

At the time of this onsite inspection, I observed outdoor play, circle time activity, large muscle group activity, and small group activities. Child care staff members interacted with children in a developmentally appropriate manner, and the needs of children were met promptly. I did not observe any safety concerns.

The violations that were found are:

**R 400.8113 Program director qualifications; responsibilities.**

(7) Early childhood program directors shall meet 1 of the following qualifications shown in Table 1:

Education	Coursework in Early
Hours of	Childhood Education or
Experience	Child Development
a) Bachelor's degree or N/A	N/A

	higher in early childhood education or child development	
->	b) Bachelor's degree or 480 hours higher in a child-related field including ->	18 semester hours and 480 hours
	c) Montessori credential 480 hours	18 semester hours and 480 hours
->	d) Associate's degree in 480 hours early childhood education or child development including ->	18 semester hours and 480 hours
	e) Valid child development 960 hours associate credential with ->	18 semester hours and 960 hours
->	f) Sixty semester hours with -> 1,920 hours	18 semester hours and 1,920 hours

Ms. Trucks did not ensure that there was a qualified program director. Ms. Lisa Servello has been the substitute program director since 03/11/2022. At that time, it was reported that the approved program director Ms. Emily Tomaszewski would be off until the end of the school year.

Due to the violations, you must send us a corrective action plan by 7/4/2023. You can use our corrective action plan form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.

- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 284-9730.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Linda Strube, Licensing Consultant  
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 (231) 215-4608