



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 5, 2022

Elise Bos
Oaktree Academy, Inc.
6498 W. Decker Road
Ludington, MI 49431

RE: License # DC530362303
Oaktree Academy, Inc.
6498 W. Decker Road
Ludington, MI 49431

Dear Ms. Bos:

This letter is a follow-up to the telephone conversation we had on 01/03/2022. The purpose of this conversation was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

On 12/27/2021 I was contacted by the former program director that she would be leaving employment. On 01/03/2022 I was informed that the center does not yet have an approvable program director in place.

The violations found were:

R 400.8113 Program director qualifications; responsibilities.

(2) A program director shall be present in the center in the following manner:

(b) At least 50% of the time children are in care but not less than a total of 6 hours per day for programs operating 6 or more continuous hours.

This center does not have an approved program director employed.

R 400.8113 Program director qualifications; responsibilities.

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

This center does not have an approved program director employed.

Due to the violations, you must send us a corrective action plan by 01/24/2022. 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.
- **Specifically, your corrective action plan must include the name of your substitute program director.**

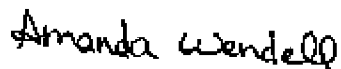
Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

You can find a copy of this confirming letter and any associated corrective action plans on our website under Statewide Search for Licensed Child Care Centers and Homes. A description of when confirming 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,



Amanda Wendell, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909

(231) 492-5410