



GRETCHEN WHITMER  
GOVERNOR

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

Michelle Richard  
ACTING DIRECTOR

5/30/2024

Ludington Area FiveCAP Head Start Center  
5771 W. Bryant Road, Ludington, MI, , 49431

License Number: DC530411032

Dear Mary Trucks,

This letter is to advise you that the 5/29/2024 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                                                                         |
|------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| R 400.8112(2)(a) | A child care staff member did not have a completed consent and disclosure form on file. | A copy of Bethany Wolff's completed and signed "Consent and Disclosure Form" has been added to her staff file at the center.<br>Ongoing compliance:<br>All staff will have a copy of their completed and signed "Consent and Disclosure Form" in their staff file at the center.<br>FiveCAP Administrative staff will monitor staff files as needed to ensure they are up-to-date and complete. | 5/23/2024                                                                                    |
| R 400.8128       | A child care staff member did not have proof of freedom from tuberculosis on file.      | A record of staff negative TB test results will be kept in each staff file at Ludington Area FiveCAP Head Start                                                                                                                                                                                                                                                                                 | Completed: 5/23/24<br>The negative TB test results for Bethany Wolff were added to her staff |

|                   |                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                             |
|-------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|                   |                                                                                  | Center. Staff files will be kept up-to-date and monitored annually or as needed.                                                                                                                                                                                                                                                                                                                                                                                                                   | file at the center.                                                                                                         |
| R 400.8125(5)     | A child care staff member did not have a signed abuse/neglect statement on file. | A copy of the signed abuse/neglect statement for each staff member will be kept in the staff file on site at Ludington area FiveCAP Head Start Center. Staff files will be kept up-to-date and monitored annually or as needed.                                                                                                                                                                                                                                                                    | Completed: 5/23/2024 A copy of the signed abuse/neglect statement for Bethany Wolff was added to her file.                  |
| R 400.8131(12)    | A child care staff member did not complete the 2023 refresher training.          | All staff are required to complete the Health & Safety refresher training annually by the time allotted. FiveCAP Administrative staff will monitor progress through MiRegistry to ensure completion of training and compliance with this requirement.<br>*Bethany Wolff is no longer an working at Ludington Area FiveCAP Head Start as a Teacher Assistant. If by any chance Bethany Wolff were re-hired she would need to complete all required training within the 90 day window for new hires. | Immediately                                                                                                                 |
| R 400.8110(12)(a) | A child care staff member did not have this required document in her file.       | The name, address and telephone number for each staff person will be kept on file at Ludington Area FiveCAP Head Start Center. Staff files will be kept current and up-to-date and                                                                                                                                                                                                                                                                                                                 | Completed: 5/23/24 Contact information, including name, address, phone number has been added to Bethany Wolff's staff file. |

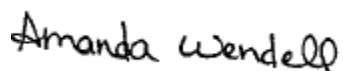
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|  |  | monitored annually, or<br>as needed. |  |
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It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

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 Amanda Wendell at (231) 492-5410 or [wendella@michigan.gov](mailto:wendella@michigan.gov). In the event that Amanda Wendell is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Amanda Wendell, Licensing Consultant