



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 3, 2023

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

RE: License #: DC530411032
Ludington Area FiveCAP Head Start Center
5771 W. Bryant Road
Ludington, MI 49431

Dear Ms. Trucks:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/01/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the onsite inspection, I observed two sections of Head Start preschool. I observed children eating breakfast, brushing teeth, transitioning to circle time, and engaging in centers. Staff interacted positively and appropriately with the children and provided appropriate care and supervision.

As a result of the inspection, I did not find any rule or law violations.

During the exit conference, technical assistance/consultation was provided regarding the following:

- The center's CCBC account was not accurate. I reminded central office staff Ms. Lisa Fisher that this must remain accurate and updated at all times.
- I reminded Ms. Niemiec-Rosales that one more fire drill must be completed before programming ends for the summer.
- I reminded Ms. Fisher that staff do not take the health and safety refresher of the same calendar year that they take modules 1 and 2, unless they take modules 1 and 2 in separate calendar years.
- I reminded Ms. Fisher that consent and disclosure forms must be on file at the center.

During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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,

Amanda Wendell

Amanda Wendell, Licensing Consultant
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 Lansing, MI 48909
 (231) 492-5410