



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

Marlon I. Brown, DPA
 ACTING DIRECTOR

12/29/2023

Jessica Regan
 Huntley's Clubhouse
 14514 220th Ave
 Big Rapids, MI 49307

License Number: DC540405372

Dear Jessica Regan,

This letter is to advise you that the 12/29/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Child Care Special Investigation Case, 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 400.8125(1)	Child care staff members did not provide appropriate care and supervision when a child was left alone in the outdoor play area.	Parent sign in and sign out sheet for playground was created and will be used and checked daily by program director or assistant director to ensure compliance. Program director is implementing and reminding staff to use ratio sheets, reminders to count kids out loud. Child care staff members are doing name to face checks to check ratio books each transition outside of classroom. Child care staff members are	10/03/2023

		documenting when children are outside on ProCare.	
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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 Sara Schalk at (231) 340-2730 or schalks@michigan.gov. In the event that Sara Schalk is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Sara Schalk, Licensing Consultant