



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

December 7, 2020

Todd Graham  
 True North Community Services  
 PO Box 149  
 6308 S. Warner Ave.  
 Fremont, MI 49412

RE: License #: DC610400560

RE: SI LOG #: **Project FOCUS @ Holton Middle School  
 6477 Syers Rd.  
 Holton, MI 49425**

Dear Mr. Graham:

This letter is to advise you that the 12/03/2020 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, 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](#).

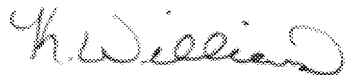
Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R400.8112(2)(b) Comprehensive Background Check; Fingerprinting	A child care staff members file did not contain a Consent and Disclosure form.	A signed copy of the consent and disclosure form will be maintained in each child care staff member's file.	12/11/2020
R400.8146(2) Information provided to parents	Children's files did not contain documentation that parents had received written information packet.	Written documentation that parents have received the written information packet will be kept in each children's file.	12/18/2020

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 me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (616) 356-0100.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kortney Williams".

Kortney Williams, Licensing Consultant  
Bureau of Community and Health Systems  
2700 Baker St.  
P.O. Box 4290  
Muskegon Heights, MI 49444  
(231) 463-3177