



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

August 3, 2023

Jenn Gundersen  
Childtime Childcare, Inc.  
Suite 100  
21333 Haggerty Road  
Novi, MI 48375

RE: License #: DC630294576  
2023D0019013  
RE: SI LOG #: **Childtime Learning Center #0638**  
**27900 Evergreen**  
**Lathrup Village, MI 48076**

Dear Ms. Gundersen:

This letter is to advise you that the 07/17/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation 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
R400.8137	Ms. Bivins stated on 04/04/2023, Child A was moved to the preschool classroom (3 and 4-year-old room). There was a miscommunication between staff. The preschool classroom did not change her diaper because they did not realize she needed diaper changes. It was an oversight, on behalf of the	All staff were re-trained after incident by former director Lauren Bivens, continuing to be monitored current director.	April 2023

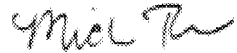
	center.		
R400.8182	Child A was 33 months of the date of the incident. Child A was in the preschool room with a mixed age group. Child care staff to child ratios for children ages 30 months to 3 years old is 1:8. The preschool classroom was out of ratio on 04/04/2023 when there was 1 staff and 13 children from 12:00pm until 3:40pm.	All staff were re-trained by Lauren Bivens after the incident on group and ratio. Staffing was adjusted to meet requirement.	April 2023
R400.8182	Child A was 33 months of the date of the incident. Child A was in the preschool room with a mixed age group. Child care staff to child ratios for children ages 30 months to 3 years old is 1:8. The preschool classroom was out of ratio on 04/04/2023 when there was 1 staff and 13 children from 12:00pm until 3:40pm.	All staff were re-trained by Lauren Bivens after the incident on group and ratio. Staffing was adjusted to meet requirement.	April 2023

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 (517) 284-9730.

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Fruehan".

Michelle Fruehan, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(248) 672-9158