



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

June 21, 2022

Rebecca Walter  
Everbrook Academy, LLC  
21333 Haggerty Rd  
Novi, MI 48375

RE: License #: DC630406382  
RE: SI LOG #: 2022D0579008  
**Everbrook Academy**  
**57156 10 Mile Rd**  
**South Lyon, MI 48178**

Dear Ms. Walter:

This letter is to advise you that the 06/21/2022 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
R 400.8125 (1) Staff; volunteer; requirements.	The center did not provide appropriate care and supervision when Child A was left unsupervised on the playground from 11:00 a.m. to 11:04 a.m.	On 05/17/2022, both child care staff members were retrained on our face to name procedure and the importance of direct supervision of our children. Child care staff members were also given techniques to ensure accuracy of the procedure.	05/17/2022
		On 05/31/2022, all staff were retained on our supervision policy and our face to name procedures. Training will be on going and continually observed.	05/31/2022

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 cursive script, appearing to read "Alicia Wiggins". The signature is written in black ink on a white background.

Alicia Wiggins  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(248) 369-7892