



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

July 15, 2021

April Sunderlin-Cole
 220 W. Lincoln, Suite B
 Reed City, MI 49677

RE: License #: DC670304691

RE: SI LOG #: **Reed City Community Preschool
 Suite B
 220 W. Lincoln
 Reed City, MI 49677**

Dear April Sunderlin-Cole:

This letter is to advise you that the 06/16/2021 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
R 400.8131(10)	Child care staff member Ms. Lois Horstman's CPR/first aid certificate was expired	Ms. Horstman will complete CPR/First Aid training prior to the fall 2021 school year.	Prior to fall 2021
R 400.8143(1)	Of 10 child information cards reviewed, one did not have the date of admission and one did not have the date of the parent's signature.	Child care staff members will be diligent in reviewing child information cards to ensure that they are filled out completely and accurately.	This was corrected and will be ongoing.
R 400.8143(11)	The time of each child's arrival and departure were	Child care staff members will ensure that each child is signed in and out daily.	Immediately and ongoing

	not completed during the month of May 2021.		
R 400.8161(1)(e)	The crisis management plan did not include a plan for intruders, active shooters, bomb threat, and other man-made disasters.	The current crisis management plan was updated to include intruders, active shooters, bomb threat, and other man-made disasters.	Completed and ongoing
R 400.8161(1)(c)	The written procedures for emergencies did not include a plan for other natural or man-made disasters.	The current emergency plan has been updated to include other natural or man-made disasters	Completed and ongoing

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 (231) 922-5309.

Sincerely,



Linda Strube, Licensing Consultant
 Bureau of Community and Health Systems
 Suite 11
 701 S. Elmwood
 Traverse City, MI 49684
 (231) 215-4608