



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

6/18/2024

Tutor Time Child Care Learning Center
598 Baldwin Street, Jenison, MI, 49428

License Number: DC700250294

Dear Katy Urquhart The center did not maintain an accurate written daily record for Child A on 2/6/2024 when they documented a feeding that did not occur.,

This letter is to advise you that the 6/17/2024 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 400.8330(18)(c)	On 2/6/2024 Child A's bottle was in the bottle warmer for longer than an hour.	We put 15 minute timers on all ipads in the infant rooms and when they go off teachers are checking the warming/prep area for any bottles that need to be fed, or discarded due to time expiration.	2/14/24 and on going
R 400.8125(1)	Appropriate care and supervision were not provided to Child A on 2/6/2024 and 2/21/2024. Child A's needs were not met when she was not fed according to her regular schedule. Her hunger cues were ignored on 2/6/2024 when she was crying.	We have re-trained all infant teachers on our infant feeding procedure and policy, and reminded all infant and toddler staff that children are to be fed on demand. We have updated the whiteboard system in our	2/21/24 and ongoing

		classrooms and will not change their next bottle time until the child has finished their current bottle. We also put 15 minute timers on all ipads in the infant rooms and when they go off teachers are checking the warming/prep area for any bottles that need to be fed, or discarded due to time expiration.	
R 400.8146(3)(a)	The center did not maintain an accurate written daily record for Child A on 2/6/2024 when they documented a feeding that did not occur.	Teachers are putting bottle times and amount eaten immediately after the child finishes the bottle, into our family communications app. Management are monitoring the app throughout the day (hourly) to be certain bottles/meals are being routinely logged.	2/21/24 and ongoing
R 400.8330(7)	Child A was not fed on demand as required. On 2/6/2024, she was crying and hungry and was not fed her bottle.	We have re-trained all infant teachers on our infant feeding procedure and policy, and reminded all infant and toddler staff that children are to be fed on demand. We have updated the whiteboard system in our classrooms and will not change their next bottle time until the child has finished their current bottle. We also put 15 minute timers on all ipads in the infant rooms and when they go off teachers are checking	2/21/24 and ongoing

		the warming/prep area for any bottles that need to be fed, or discarded due to time expiration.	
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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 Kathleen Hop at (616) 250-3403 or hopk@michigan.gov. In the event that Kathleen Hop is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Kathleen Hop, Licensing Consultant