



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 27, 2023

Kristin Wise
Child Development Services of Ottawa County
100 South Pine, Suite 220
Zeeland, MI 49464

RE: License #: DC700309354
Coopersville Head Start
198 East Street
Coopersville, MI 49404

Dear Ms. Wise:

This letter is to advise you that the 03/27/2023 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](#).



March 22, 2023

Dawnita Diaz, Child Care Consultant
Bureau of Children and Adult Licensing
12185 James St
Suite 200
Holland, MI 49424

Dear Dawnita,

Here is the corrective action plan for the rule violations that was cited during the renewal inspection conducted on March 9, 2023, at Coopersville Head Start.

Rule: 400.8131 Professional Development Requirements

Current staff training logs which included the 16 clock hours of professional development were placed in their files at Coopersville. **Person(s) Responsible:** Jannett Hernandez, Program Specialist, Kelly Robertson, Program Administrator. **Date Completed:** March 13, 2023.

Rule: 400.8161 Emergency Procedures

The classroom will now be using the licensing form Fire and Tornado Drill Record for Home and Centers to ensure that Fire Drills are practiced at the required intervals, and they will document that on the form once it is completed. **Person(s) Responsible:** Marna Uganski, Program Director/Teacher, Kelly Robertson, Program Administrator **Date Completed:** March 14, 2023, and on-going

Rule 400.8186 Emergency Procedures

The classroom will now be using the licensing form Fire and Tornado Drill Record for Home and Centers to ensure that Tornado Drills are practiced at the required intervals, and they will document that on the form once it is completed. **Person(s) Responsible:** Marna Uganski, Program Director/Teacher, Kelly Robertson, Program Administrator **Date Completed:** Tornado Drill was completed on March 14, 2023.

Please let me know if you have any questions.

Sincerely,

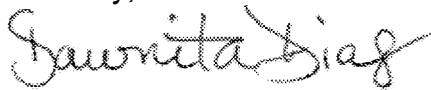
Sherri Derr
Assistant Director
CDS- Lakeshore Head Start

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) 356-0183.

Sincerely,

A handwritten signature in cursive script that reads "Dawnita Diaz".

Dawnita M. Diaz, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box
(616) 402-9376