



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

July 21, 2022

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

RE: License #: DC700408886  
RE: SI LOG #: 2022D1078015  
**Longfellow Head Start**  
**32 East 24th Street**  
**Holland, MI 49423**

Dear Ms. Wise:

This letter is to advise you that the 07/21/2022 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
8125 Staff; volunteer; requirements	Child A was missing from the group during arrival transition and found in the classroom unattended.	For the 2022-2023 school year and moving forward staff will be trained on the active supervision process. This will include development of individual classroom transition plans. This will be monitored by the on-site program director and documented. The plans will be adjusted as necessary. A calendar of ongoing training for supervision was provided that staff will completed throughout the school-year.	07/21/2022

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 (616) 356-0183.

Sincerely,

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

Dawnita M. Diaz, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(616) 402-9376