



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

February 28, 2022

Stephanie Little
Manchester Cooperative Preschool
P.O. Box 309
Manchester, MI 48158

RE: License #: DC810398565

RE: SI LOG #: **Manchester Cooperative Preschool
405 Ann Arbor St.
Manchester, MI 48158**

Dear Ms. Little:

This letter is to advise you that the 02/25/2022 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
R400.8113(7)(9) Program director qualifications; responsibilities	Stephanie Little has completed Administration Part 1 through MiRegistry but has not completed Part 2 to be approved as program director.	Ms. Little will register and complete Administration Part 2 through MiRegistry	August 30, 2022
R400.8131(5)Profes sional development requirements	Child care staff members Ms. Little and Ms. Bennett have not completed Health and Safety Training Part 1 & 2.	Ms. Little and Ms. Bennett will complete the Health and Safety trainings through MiRegistry.	March 30, 2022
R400.8125(3)Staff; volunteer; requirements	Public sex offender (PSOR) clearances were not	Ms. Little will immediately complete PSOR clearances on all parent volunteers	February 28, 2022

	completed on parent volunteers		
R400.8143 (6) Children's records	Three children's files were missing physical evaluations.	Ms. Little will contact parents to obtain physicals.	March 30, 2022
R400.8143(3)	Two children's files were missing immunization records or waivers.	Ms. Little will contact parents to obtain immunizations or waivers.	March 30, 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,



Dalerie Hughes, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (517) 284-9730