



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

May 5, 2022

Amy Sheltraw
 708 Webb Drive
 Bay City, MI 48706

RE: License #: DF090356488

RE: SI LOG #: **Amy Sheltraw**
708 Webb Drive
Bay City, MI 48706

Dear Ms. Sheltraw:

This letter is to advise you that the 05/05/2022 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
R 400.1906 (1)(d) Records of a licensee; child care staff member; child care assistant.	Ms. Sheltraw was not having her child care staff member keep daily records of her arrival and departure times.	Ms. Sheltraw and or her child care staff member will record daily arrival and departure times of the staff.	5/05/2022

R 400.1907 (1) Child's records.	One of the children in attendance did not have an attendance record started for today.	Ms. Sheltraw will make sure that accurate arrival times are recorded daily.	5/05/2022
R 400.1933 (4) Water supply; sewage disposal; water temperature.	The hot water measured 125.4 at the bathroom sink the children use.	Ms. Sheltraw's child care staff member turned down the water heater temperature. Ms. Sheltraw will monitor the temperature.	5/05/2022
R 400.1936 (4) Animals and pets.	Ms. Sheltraw's dog was in the area while the two child care children were eating lunch.	Ms. Sheltraw will make sure her dog is not in the eating area while children are eating meals or snacks.	5/05/2022

Sincerely,




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