



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

January 20, 2023

Marcia Trigg
 19 South Mckinley St
 Battle Creek, MI 49017

RE: License #: DF130363928

RE: SI LOG #: **Marcia Trigg
 19 South Mckinley St
 Battle Creek, MI 49017**

Dear Ms. Trigg:

This letter is to advise you that the 01/20/2023 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](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.1906(1)(f) Records of a licensee; child care staff member; child care assistant.	The licensee and assistant caregiver do not have consent and disclosures on file for review.	Consent and disclosures completed and will be done for all fingerprinted individuals.	Completed and ongoing.
R 400.1906(1)(g) Records of a licensee; child care staff member; child care assistant.	The CCSM/assistant caregiver does not have the required signed statement on file.	CCSM/assistant caregiver checklist signed and on file.	Completed.
R 400.1907(1)(a) Child's records.	The child information cards are missing required content such as date of admission, allergies/special	Child information cards updated to assure fully completed.	Completed and ongoing.

	needs, or employer/physician phone numbers and 2 children were on the same information card. All children must have their own individual cards completed.		
R 400.1907(1)(b) Child's records.	The child in care statements were not fully completed.	Child in care statements were completed as required.	Completed and ongoing.

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,



Beth Goding, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa
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 Lansing, MI 48909
 (269) 615-5489