



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
DIRECTOR

2/27/2024

Cassandra Bennett-May
Cassandra Bennett-May
209 West Antrim, Charlevoix, MI, 49720

License Number: DF150065163

Dear Cassandra Bennett-May,

This letter is to advise you that the 2/27/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Child Care Follow-up Inspection Case, 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
722.115n(3)	During the interim inspection, I found that adult household members, Tim May and Meredith May, had completed their fingerprints for the comprehensive background check in May 2023 without signing a new consent and disclosure form for the reprints.	Cassandra Bennett-May will have herself and all adult household members complete a new consent and disclosure form. To maintain compliance, she will have individuals sign the consent and disclosure form when she schedules their fingerprints, and she will review all staff records once a year.	03/16/2024
722.115n(3)	During the interim inspection, I found that Cassandra Bennett-May had completed her fingerprints for the comprehensive background	Cassandra Bennett-May will have herself and all adult household members complete a new consent and disclosure form. To	03/16/2024

	check in May 2023 without signing a new consent and disclosure form for the reprints.	maintain compliance, she will have individuals sign the consent and disclosure form when she schedules their fingerprints, and she will review all staff records once a year.	
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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 Codie Mayhew at 231-342-5006 or mayhewc@michigan.gov. In the event that Codie Mayhew is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Codie Mayhew, Licensing Consultant