



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

November 30, 2022

Michelle Holecheck  
09210 Old U S 31 N  
Charlevoix, MI 49720

RE: License #: DF150251890

**Michelle Holecheck**  
**09210 Old U S 31 N**  
**Charlevoix, MI 49720**

Dear Ms. Holecheck:

This letter is to advise you that the 11/30/2022 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 400.1907(2)	During the inspection, I reviewed five cards and statements forms. Out of the five, three child information cards and child in care statement forms had not been updated in over a year. There was one child in care statement which did not have a date next to the parent signature.	Ms. Holecheck will have parents update the child information cards and the child in care statement forms. To maintain compliance, she will have parents update these two forms January of each year.	12/07/2022

R 400.1931(2)(c)	During the inspection, I observed Ms. Holecheck serve uncut grapes and uncut chicken dogs to four children under the age of 3 years old.	Ms. Holecheck immediately cut up the grapes and the chicken dogs while onsite. Ms. Holecheck will ensure all food served to children under the age of three years old is diced/cut into ½ inch pieces. To maintain compliance, she will check all food prior to serving it to children to ensure required food is diced/cut for children under the age of 3 years old.	11/30/2022
R 400.1945(2)(a) R 400.1945(2)(i)	Ms. Holecheck did not ensure to include a plan for contacting parents and reuniting families in her tornado and natural disaster emergency plans.  During the inspection, there was a child with an allergy to oranges with no individualized plan on file.	Ms. Holecheck will develop a plan for reuniting families on her emergency plans and she will develop an individualized plan for the child with the orange allergy. To maintain compliance, she will review emergency plans twice a year.	12/01/2022 12/07/2022

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 (231) 922-5309.

Sincerely,

A handwritten signature in cursive script that reads "Codie Mayhew".

Codie Mayhew, Licensing Consultant  
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P.O. Box 30664  
Lansing, MI 48909  
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