



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

June 15, 2021

Michelle Asbury  
 147 Melody Lane  
 Spring Arbor, MI 49283

**RE: License #:** DF380285638  
 Michelle Asbury  
 147 Melody Lane  
 Spring Arbor, MI 49283

Dear Ms. Asbury:

This letter is to advise you that the 06/08/2021 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
R400.1907(1)(a); Child's records.	There were three child information cards that did not have the "home phone" completed. There were two child information cards that did not have the "cell phone" completed. There was one child information card that did not have the "work telephone" completed. There was one child information card that did not have the "allergies, special needs, and special instructions completed.	Ms. Asbury stated the missing information was completed on the child information cards and she will double check child information cards upon enrollment to ensure all information is complete. She will also ensure all information is completed at annual reviews of the child information cards.	Immediately and ongoing

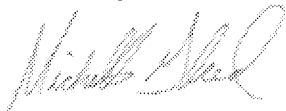
R400.1932(2); Home maintenance and safety.	There was a cupboard in the kitchen accessible to children with items such as cheese graters and a can opener. There was a propane tank sitting on the back porch of the home accessible to children.	Ms. Asbury stated she has installed a safety lock on the cupboard where sharp utensils are stored, and she removed the propane tank from the outdoor play area. She will check the outdoor play area weekly for hazardous and dangerous items.	Immediately and ongoing
R400.1945(1)(e); Emergency; plan; drill.	There were no crises management emergency plans at the time of the inspection.	Ms. Asbury stated she will create the required emergency plans and when rule changes occur, she will review her documents and make changes as applicable.	06/02/2021 and ongoing
R400.1945(2)(c); Emergency; plan; drill.	The emergency plans did not contain a plan for sheltering in place.	Ms. Asbury stated she will update her emergency plans to include a plan for sheltering in place.	06/02/2021
R400.1945(2)(d); Emergency; plan; drill.	The emergency plans did not contain a plan for lockdown.	Ms. Asbury stated she will update her emergency plans to include a plan for lockdown.	06/02/2021
R400.1945(2)(f); Emergency; plan; drill.	The emergency plans did not contain a plan for continuing operations during or after a disaster.	Ms. Asbury stated she will update her emergency plans to include a plan for operating during or after a disaster.	06/02/2021
R400.1945(2)(g); Emergency; plan; drill.	The emergency plans did not contain a plan for how infants and toddlers will be accommodated.	Ms. Asbury stated she will update her emergency plans to include a plan for how infants and toddlers will be accommodated.	06/02/2021
R400.1945(2)(h); Emergency; plan; drill.	The emergency plans did not contain a plan for how children with special needs will be accommodated.	Ms. Asbury stated she will update her emergency plans to include a plan for how children with special needs will be accommodated.	06/02/2021
R400.1945(2)(i); Emergency; plan; drill.	The emergency plans did not contain a plan for how children with chronic medical conditions will be accommodated.	Ms. Asbury stated she will update her emergency plans to include a plan for how children with chronic medical conditions will be accommodated.	06/02/2021

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) 284-9727.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michelle Gleed".

Michelle Gleed, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(517) 599-7404