



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

November 16, 2022

Sue Lee  
 1755 Oxford Dr.  
 E. Grand Rapids, MI 49506

RE: License #: DF410262622  
 Sue Lee  
 1755 Oxford Drive, SE  
 East Grand Rapids, MI 49506-4503

Dear Ms. Lee:

This letter is to advise you that the 11/16/2022 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](#).

<b>Violation cited</b>	<b>Noncompliance observed</b>	<b>Plan to correct</b>	<b>Date to be completed</b>
<b>R 400.1907(1)(a) Child's records.</b>	I inspected three child files; all the Child Information Record (CCL-3731) were missing required information.	Ms. Lee will ensure all parents complete the Child Information Record (CCL-3731) with all the required information	11/30/2022
<b>R 400.1907(10)(b)(i-vi) Child's records.</b>	I inspected three child files; some of the files did not include a completed Child in Care Statement/Receipt (CCL-3900).	Ms. Lee will ensure all parents complete the Child in Care Statement/Receipt (CCL-3900).	11/30/2022

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, please contact the local office at (517) 284-9730.

Sincerely,

A handwritten signature in black ink, appearing to read 'JMB', written in a cursive style.

Jessica Miranda-Bevier, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(616) 498-5459