



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

January 10, 2023

Melissa Erickson
 209 S Irving St
 Greenville, MI 48838

RE: License #: DF590405116

GiGi's Little Sprout's
209 S Irving St
Greenville, MI 48838

Dear Ms. Erickson:

This letter is to advise you that the 01/10/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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
MCL 722.115n(3)	During the inspection, I found that Melissa Erickson, Elizabeth Wetzel, and [REDACTED] did not have a completed consent and disclosure form onsite.	Ms. Erickson will ensure that all consent and disclosure forms are entirely completed before their fingerprints and before having contact with children and placed in the employee's file once it is signed. She will ensure staff files remain onsite. To maintain compliance, she will review staff files prior to scheduling the individual's fingerprints to ensure	12/08/2022 and Ongoing

		the consent and disclosure forms are complete.	
R 400.1907(1)(a)	During the inspection, I reviewed nine child information cards. Out of the nine cards, four were missing information in the allergy/special needs/special instructions section, three cards were missing an employer name and phone number, three cards were missing information in the release of child only section, and one card was missing the release of medical authorization.	Ms. Erickson will ensure child information cards are entirely completed. She will review child information cards monthly and she will have parents update the cards once a year.	12/08/2022 and Ongoing
R 400.1907(1)(b)	During the inspection, I found one child without a child in care statement form onsite.	Ms. Erickson will ensure child in care statement forms are entirely completed. She obtained the missing child in care statement form. She will review child in care statement forms monthly and she will have parents update the child in care statement forms once a year.	12/08/2022 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,

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

Codie Mayhew, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 342-5006 – Cell
(517) 284-9730- Main
(517)-763-0217- Fax
MayhewC@michigan.gov