



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 12, 2022

Cynthia Riley
2655 Ezekiel
Muskegon, MI 49442

RE: License #: DF610409050

RE: SI LOG #: **Cynthia Riley
2655 Ezekiel
Muskegon, MI 49442**

Dear Ms. Riley:

This letter is to advise you that the 01/11/2022 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(1)(a) Child's Record	Ms. Riley has three child care children enrolled, in reviewing their child information cards it was found that information was missing.	Ms. Riley will complete the child information cards for current children and future children.	1/31/2022
R 400.1907(3) Child's Records	Ms. Riley did not have attendance completed for children in care during my onsite inspection, she was unable to recall if she had completed attendance in the recent days.	Ms. Riley will complete daily attendance with first and last name of each child with time in and time out.	1/11/2022

R 400.1945(4) Emergency; plan; drill	Ms. Riley did complete fire drills, but she did not keep a written record that includes the date and time it takes to evacuate.	Ms. Riley will complete a fire drill once a quarter and record the date along with the amount of time it takes to evacuate.	1/11/2022
R 400.1945(5) Emergency; plan; drill	Ms. Riley did not complete tornado drills.	Ms. Riley will complete two fire drills between March and November; she will keep documentation.	3/1/2022

Sincerely,



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