



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 10, 2023

Sue Yoder
314 S Clay
Sturgis, MI 49091

RE: License #: DF750054244
Sue Yoder
314 S Clay
Sturgis, MI 49091

Dear Ms. Yoder:

This letter is to advise you that the 05/09/2023 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 records.	I reviewed six child information cards, and five cards were missing required information such as admission dates, employer names and phone numbers, and the date when the card was signed.	The licensee stated that she would obtain the missing information on the child information cards.	05/30/2023
R 400.1925(2)(b) Comprehensive background check; fingerprinting.	The licensee did not maintain a copy of the completed and signed form for each individual entered into the child care background check under	The licensee stated that she would complete a new consent and disclosure form if hers could not be found.	05/30/2023

	the license. The licensee could not find the form for herself during the onsite inspection, but she later sent a picture to show that she found it after I left.		
R 400.1945(1)(e) Emergency; plan; drill.	The posted emergency plans did not include a plan for intruders, active shooters, bomb threats, and other man or woman caused events.	The licensee stated that she would update her emergency plans to include the required information.	05/30/2023
R 400.1945(2) Emergency; plan; drill.	The written emergency plans did not include all the above information. There was not a plan for safely moving children to a relocation site, a plan for shelter-in-place, lockdown, contacting and reuniting families, and how infants and toddlers, children with special needs, and chronic medical conditions will be accommodated in each of the different types of emergencies.	The licensee stated that she would update her emergency plans to include the required information.	05/30/2023

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,

Carrie Harris

Carrie Harris, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
PO Box 30837
Lansing, MI 48909
(269) 615-5617