



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

Michelle Richard  
ACTING DIRECTOR

3/12/2024

Valorie Sensat  
Susan Webb  
28 Pleasant St., Quincy, MI, , 49082

License Number: DG120257571

Dear Valorie Sensat,

This letter is to advise you that the 3/12/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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 400.1945(2)	Emergency procedures did not include a plan for shelter-in-place, lockdown, infant/toddler accommodations, and special needs/chronic medical conditions accommodations.	The current emergency plan will be modified to include shelter in place, lockdown, infant/toddler and special needs accommodations.	3/20/2024
R 400.1945(7)	Fire and tornado drill logs were not on site.	Fire and tornado logs will be added to the staff folder.	3/20/2024
R 400.1945(1)(c)	Emergency procedures did not address Serious accident/injury	The topic of serious injury accidents will be added to the current emergency plan.	3/20/2024
R 400.1945(1)(e)	Crisis management plan did not include intruders, active shooters, bomb threats, and other man/woman caused events.	A crisis management plan will be drafted and added to the staff folder.	3/20/2024

R 400.1934(5)	Radon test not completed at time of renewal.	Radon test results will be submitted to the state upon receipt from testing lab.	3/20/2024
R 400.1941(5)	Furnace inspection was not signed or dated by an appropriate entity.	Furnace and hot water heater inspection will be resubmitted in a more suitable format.	3/20/2024
R 400.1919(1)	Medical clearances of licensees were not completed prior to the renewal	Current medical clearances will be obtained by all staff, and kept on file.	3/20/2024
R 400.1925(2)(b)	Consent and disclosure forms for licensees were not on file at the home.	Current consent and disclosure forms for licensees will be on file.	3/20/2024
722.112a(1)	Active CPR/First Aid certification was not maintained in staff files	All necessary trainings will be updated, including safe sleep, health and safety, CPR/First Aid and health and safety refreshers.	3/20/2024
R 400.1905(9)	Health and Safety Training Refreshers have not been completed yearly as required	All necessary trainings will be updated, including safe sleep, health and safety, CPR/First Aid and health and safety refreshers.	3/20/2024
R 400.1906(1)(e)	No training records were on file in MiRegistry or in the home.	All necessary trainings will be updated, including safe sleep, health and safety, CPR/First Aid and health and safety refreshers.	3/20/2024
R 400.1905(3)(a)	Safe sleep training was not completed by licensees.	All necessary trainings will be updated, including safe sleep, health and safety, CPR/First Aid and health and safety refreshers.	3/20/2024
R 400.1905(4)	Health and Safety Training Modules A, B, and C were not completed by licensees	All necessary trainings will be updated, including safe sleep, health and safety,	3/20/2024

		CPR/First Aid and health and safety refreshers.	
R 400.1907(1)(a)	Of 11 Child Information Cards viewed, 11 were missing Date of Admission, 8 were missing Employer information, 3 were missing allergy information, and 7 were unsigned/undated.	Child information cards will be reviewed and updated when necessary. These cards will be kept on site in file at all times.	3/20/2024
R 400.1907(1)(b)	Out of six Child in Care Statements viewed, all six were undated or unsigned.	Child cards will be reviewed and updated when necessary. These cards will be kept on site in file at all times.	3/20/2024
R 400.1907(1)(c)	No proof of immunizations were on file at the time of the inspection	Child files will be maintained on site.	3/20/2024
R 400.1907(2)	Of 11 Child Information Cards, seven were unsigned/undated.	Child cards will be reviewed and updated when necessary. These cards will be kept on site in file at all times.	3/20/2024
R 400.1907(4)	Child information cards and child in care statements were not on site at time of inspection.	Child files will be maintained on site at all times.	3/20/2024
R 400.1932(2)	Child information cards and child in care statements were not on site at time of inspection	Child files will be maintained on site at all times.	3/20/2024

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 Kari Shepherd at (517) 582-8039 or [shepherdk6@michigan.gov](mailto:shepherdk6@michigan.gov). In the event that Kari Shepherd is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kari Shepherd". The signature is written in black ink and is positioned below the word "Sincerely,".

Kari Shepherd, Licensing Consultant