



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

May 25, 2021

Suzanne Holt  
4549 Lake Pine  
Traverse City, MI 49685

RE: License #: DG280387715  
**Holt, Suzanne**  
**4549 Lake Pine Drive**  
**Traverse City, MI 49685**

Dear Ms. Holt:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 05/05/2021. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

During the inspection Ms. Holt and child care staff member Akaylia Hamilton engaged in positive interactions with the children during indoor play. The child care home was very clean and well maintained.

The violations that were found are:

**R 400.1906**      **Records of a licensee; child care staff member; child care assistant.**

(1) A licensee shall maintain a file for each child care staff member and each child care assistant that includes all of the following:

(g) A written statement, signed and dated by the child care staff member or child care assistant at the time of hiring, indicating all of the following information:

(i) The individual is aware that abuse and neglect of children is unlawful.

(ii) The individual knows that he or she is mandated by law to report child abuse and neglect.

(iii) The individual has received a copy of the licensee's discipline policy.

Ms. Holt did not ensure that she maintain a file for child care staff member Derek Temple that included a written statement as outlined above.

**R 400.1925                      Comprehensive background check; fingerprinting.**

(2) An applicant or licensee shall do all of the following:

(a) Ensure that each individual who requires an eligibility determination pursuant to subrule (1) of this rule completes, signs, and submits all of the information required in subrule (5) of this rule, and in subrule (6) of this rule if applicable, on a form prescribed by the department. The forms are available on the department's website for the child care background check system, [www.michigan.gov/ccbc](http://www.michigan.gov/ccbc). The form(s) must be signed and dated prior to the individual's appointment to be fingerprinted.

Ms. Holt did not ensure that child care staff member Derek Temple completed a consent and disclosure form prior to his fingerprint appointment (10/03/2019). Ms. Holt had an incomplete consent and disclosure form on file for Mr. Temple.

I provided Ms. Holt with the following technical assistance:

**Child information cards:** unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses. **Note:** this includes the "Home Phone" and "Cell Phone" fields.

**Emergency plans:** review emergency plans to ensure compliance with current requirements.

**Diapering:** no absorbent surfaces are allowed for diapering surfaces.

**Discipline policy:** revise policy to include all prohibited methods of discipline.

Due to the violations, you must send us a corrective action plan by 06/14/2021. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.

- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

<b>During calendar year 2020:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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 (231) 922-5309.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Pamela Walker  
 Child Care Licensing Bureau  
 701 S. Elmwood Ave, Suite 11  
 Traverse City, MI 49684  
 (231) 357-5352