



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 14, 2022

Suzanne Holt
4549 Lake Pine
Traverse City, MI 49685

RE: License #: DG280387715
Suzanne Holt
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 12/13/2022. 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, there were nine children present with Ms. Holt and child care staff member Sean Doyle. She was complaint with ratio licensing requirements. While onsite, I observed nap time, free play, and programming. They were both found to be nurturing toward the child care children. I observed Ms. Holt and Mr. Doyle holding children throughout the inspection. They were both observed positively redirecting behaviors with the children to enforce safety. All child and staff records were organized and complaint with licensing requirements. Ms. Holt is involved with the Great Start program and the food program. Each day Ms. Holt and Mr. Doyle work with the children on letter recognition, the calendar chart, and educational charts in the play room. They utilize School Zone alphabet flash cards, signs and symbols flashcards, and conduct Spanish words lesson plans. Ms. Holt reported having picnics outside with the children and walks around the neighborhood daily. The outdoor play area is located adjacent to the driveway. It features a climber with a slide, a toddler climber with a slide, cars, bikes, and various other outdoor play equipment. There was adequate pea gravel surfacing below all elevated equipment.

Technical Assistance and Consultation were provided on the following:

- I provided guidance on the Child Care Background Check (CCBC) website.

- I went through the new Child Care Licensing Bureau website with Ms. Holt and I showed her how to access the Technical Assistance Manual.
- I provided guidance on the emergency postings and the individual plans for children with chronic medical conditions.
- I provided her with an updated recall list and individual plans for chronic medical conditions template.
- I provided guidance on pacifier clips to ensure these are removed prior to placing infants to sleep.
- **R 400.1932(2)- Technical Assistance:** Please ensure diaper wipes stating keep out of reach of children are inaccessible to children in the child care.
- **R 400.1945(2)(g)- Technical Assistance:** A plan for how infants and toddlers will be accommodated in all types of emergencies.
- **R 400.1945(2)(i)- Technical Assistance:** A plan for how children with chronic medical conditions will be accommodated in all types of emergencies.

As a result of the inspection, I did not find any rule or law violations.

During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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 517-284-9730.

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

Sincerely,

A handwritten signature in black ink that reads "Codie Mayhew". The signature is written in a cursive, slightly slanted style.

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