



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

April 18, 2023

Jill Cotter  
 2851 S Littlefield  
 Mt Pleasant, MI 48858

RE: License #: DG370316264

**Jill Ann Cotter  
 2851 S Littlefield  
 Mt Pleasant, MI 48858**

Dear Mrs. Cotter:

This letter is to advise you that the 04/10/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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
400.1904a(2)	1 child care staff member did not have a valid CPR or First Aid certification prior to caring for children.	Staff member will complete CPR/First Aid certification as soon as possible. In the future, this will be completed for all new staff members prior to caring for children.	4/30/2023
400/1904a(3)	1 child care staff member did not have her fingerprinting completed prior to caring for children.	Staff member has scheduled their fingerprints to be completed. In the future, this will be completed for all new staff members prior to caring for children.	4/30/2023

400.1905(3)(a)	1 child care staff member did not have safe sleep training prior to caring for children.	Staff member will complete Safe Sleep training as soon as possible. In the future, this will be completed for all new staff members prior to caring for children.	4/30/2023
400.1905(3)(b)	1 child care staff member did not have training in recognition and reporting of child abuse and neglect prior to working with children.	Staff member will complete this training as soon as possible. In the future, this will be completed for all new staff members prior to caring for children.	4/30/2023
400.1905(3)(c)	1 child care staff member did not have training in prevention of shaken baby syndrome, abusive head trauma, and child maltreatment prior to caring for children.	Staff member will complete this training as soon as possible. In the future, this will be completed for all new staff members prior to caring for children.	4/30/2023
400.1905(9)	3 child care staff members do not have the 2021 health and safety refresher training completed. 1 child care staff member does not have the 2022 health and safety refresher training completed.	All refresher trainings will be completed as soon as possible. In the future, this will be completed annually by all child care staff members.	4/30/2023
400.1919(2)	1 child care staff member does not have a completed medical clearance prior to working with children.	Staff member will get a medical clearance completed as soon as possible. In the future, this will be completed for all new staff members prior to caring for children.	4/30/2023
400.1919(3)	1 child care staff member does not have written evidence confirming freedom of TB prior to caring for children.	Staff member will get a TB test completed as soon as possible. In the future, this will be completed for all new staff members prior to caring for children.	4/30/2023

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,

A handwritten signature in black ink, appearing to read "Michael W Skonieczny". The signature is fluid and cursive, with a large loop at the end.

Michael Skonieczny, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa St.  
P.O. Box 30664  
Lansing, MI 48909  
(989) 289-8572