



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

February 22, 2022

Kate Ordiway  
5374 N Water Rd  
Sanford, MI 48657

RE: License #: DG560408455

**Kate Ordiway  
5374 N Water Rd  
Sanford, MI 48657**

Dear Ms. Ordiway:

This letter is to advise you that the 02/18/2022 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 400.1906 (1)(c)(ii) Records of a licensee; child care staff member; child care assistant.	I reviewed six employee files. One file was missing a statement signed by the employee that they are aware of abuse and neglect is unlawful, they are mandated employee, and they received a copy of licensee's discipline policy.	Ms. Ordiway reported that she would have the staff complete the assistant caregiver form.	03/18/2022
R 400.1906 (1)(g) Records of a licensee; child care staff member; child care assistant.	I reviewed employee files. One staff had an expired statement from a licensed physician that attest to the	Ms. Ordiway reported that she will have her employee get an updated medical clearance.	03/18/2022

	child care assistant mental and physical health.		
R 400.1907 (1)(a) Child's records.	I reviewed six child in-care statements. Two child-in care statements were expired.	Ms. Ordiway reported that she will update the childcare statements.	03/18/2022
R 400.1907 (1)(b)(ii) Child's records.	I reviewed six child in care statements and two were missing information listed in the allergies, special needs and special instructions section.	Ms. Ordiway reported that she will update their allergy section on the children's child information record.	03/18/2022

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,



Joshua Stein, Licensing Consultant  
 Child Care Licensing Bureau  
 611 W. Ottawa Street  
 P.O. Box 30664  
 Lansing, MI 48909  
 (517) 284-9730