



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

June 15, 2022

Carolyn Zietlow  
1491 Hansen  
Muskegon, MI 49445

RE: License #: DG610064615

RE: SI LOG #: **Carolyn Jean Zietlow**  
**1491 Hansen Street**  
**Muskegon, MI 49445-1233**

Dear Ms. Zietlow:

This letter is to advise you that the 06/15/2022 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](#).

<b>Violation cited</b>	<b>Noncompliance observed</b>	<b>Plan to correct</b>	<b>Date to be completed</b>
R 400.1907 Child's records.	Child in Care Statements are required to be updated annually. Upon review of 10 files it was found that Ms. Zietlow did not obtain annual update for all 10 files.	Ms. Zietlow will obtain annual review of Child in Care Statements going forward.	6/25/2022
R 400.1925 Comprehensive background check; fingerprinting.	Ms. Zietlow's son recently moved into her home and did not have a comprehensive background check completed prior to him moving in.	Ms. Zietlow will have her son complete the comprehensive background check. Ms. Zietlow will have comprehensive background checks completed prior to a new household member moving in going forward.	6/21/2022
R 400.1934 Heating; ventilation; lighting; radon.	A radon test is required every four years. Ms. Zietlow did not have an updated radon test completed.	Ms. Zietlow will complete a radon test and will ensure it is updated every four years.	6/21/2022

Sincerely,



Tarah Kline, Licensing Consultant  
 Child Care Licensing Bureau  
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