



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

February 3, 2023

Janet Dixon  
437 N Johnson  
Pontiac, MI 48342

RE: License #: DG630062708

RE: SI LOG #: **Tender Care  
437 N Johnson  
Pontiac, MI 48342**

Dear Ms. Dixon:

This letter is to advise you that the 01/23/2023 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
R400.1905 Training.	On 1/23/2023, the two assistant caregivers did not have proof of the required 5 clock hours of training for 2022.	Ms. Dixon will make sure assistants complete their required 5 hours of training for 2022 and complete at least 5 hours of each year going forward.	1/31/2023
R400.1905 Training.	On 1/23/2023, one assistant caregiver did not have verification that they had completed Health and Safety part 1 and part 2.	Ms. Dixon will make sure her assistant has completed Health and Safety part 1 and part 2.	1/31/2023
R400.1905 Training.	On 1/23/2023, I observed that Ms. Dixon and one assistant caregiver had not	Ms. Dixon will make sure that all prior refreshers are completed and that future refreshers are not overdue.	1/31/2023

	completed the 2021 refresher.		
R400.1907 Child's records.	On 1/23/2023, six of the 13 child information cards were missing information. They were missing parent information, and some needed the annual update.	Ms. Dixon will update the children's files and make sure they are complete going forward.	1/23/2023

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,



Jinelle M. Manchester, Licensing Consultant  
 Bureau of Community and Health Systems  
 611 W. Ottawa Street  
 P.O. Box 30664  
 Lansing, MI 48909  
 (313) 938-6141