



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

July 6, 2021

Kathleen Conroy
 Childtime Childcare, Inc.
 Suite 100
 21333 Haggerty Road
 Novi, MI 48375

RE: License #: DC630294577

RE: SI LOG #: **Childtime Learning Center #0644**
15636 J L Hudson Dr
Southfield, MI 48075

Dear Ms. Conroy:

This letter is to advise you that the 06/30/2021 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 400.8143 Children's Records.	Child information cards were not complete. Child information cards had missing information, including physician phone numbers, parent employment phone numbers, and allergy information.	The Program Director, School Education Manager and Licensing Relations Worker will ensure that all child emergency cards are updated with correct information. Going forward a review of the information will be completed during an enrollment meeting by one of the above-mentioned persons.	06/30/2021-ongoing.
R 400.8143 Children's Records.	Child information cards were not updated annually.	The Program Director, School Education Manager, and	06/30/2021-ongoing.

		Licensing Relation Worker will ensure that all child emergency cards are updated with correct information. The information cards will be updated annually in August or September to ensure all updates are complete, or as parents request to update information.	
R 400. 8131 Professional Development.	The licensee did not ensure that child care staff members took training published by the department of licensing and regulatory affairs or the department of education. Child care staff members did not take the 2020 Refresher Course as required by the department.	The Program Manager and School Education Manager have worked to ensure all staff have completed the 2020 Refresher Course as required by the department. Staff that are on leave of absence will complete the required training when they return. This will be monitored by the Licensing Relations worker on a monthly basis.	06/30/2021-ongoing.

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 (248) 975-5053.

Sincerely,



Michelle Fruehan, Licensing Consultant
 Bureau of Community and Health Systems
 4th Floor, Suite 4B
 51111 Woodward Avenue
 Pontiac, MI 48342
 (248) 672-9158