



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

April 27, 2020

Kathleen Conroy
 Tutor Time Learning Centers, LLC
 Suite 100
 21333 Haggerty Road
 Novi, MI 48375

RE: License #: DC330250255
 2020D0108009
 RE: SI LOG #: **Tutor Time Child Care Learning Center
 2273 Club Meridian
 Okemos, MI 48864**

Dear Ms. Conroy:

This letter is to advise you that the 04/24/2020 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation Report, is approved.

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8182 (3) Ratio and group size requirements.	Based on the interviews and attendance records, the early morning classroom was out of ratio for approximately 15 minutes on 02/19/2020.	<ul style="list-style-type: none"> • Program Director, Angela Tevelde, has re-trained staff members on how and when to request assistance to maintain ratio. • Ms. Tevelde has also re-trained staff members on the appropriate sign in procedure when working in classrooms. • District Manager, Kathleen Conroy, and Ms. Tevelde have also communicated with parents and requested that they stay in the classroom with their child until additional staff 	Immediate and ongoing


		members arrive; to maintain ratio.	
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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](#).

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) 284-9727.

Sincerely,



Monica Sturdivant, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909