

# LICENSING NOTEBOOK SUMMARY SHEET

Michigan Department of Human Services  
Bureau of Children and Adult Licensing

Child Care Registrant/Licensee \_\_\_\_\_  
Child Care Facility Name \_\_\_\_\_  
Registration/Licensee Number \_\_\_\_\_

## Section 1 – Original Licensing Inspection Report and Addendums

Original Inspection Report Dated \_\_\_\_\_  
Addendum to Original Inspection Report Dated \_\_\_\_\_  
Addendum to Original Inspection Report Dated \_\_\_\_\_  
Addendum to Original Inspection Report Dated \_\_\_\_\_  
Addendum to Original Inspection Report Dated \_\_\_\_\_  
Addendum to Original Inspection Report Dated \_\_\_\_\_

## Section 2 – Renewal and Interim Inspection Reports

Renewal/Interim Inspection Report Dated \_\_\_\_\_  
    Corrective Action Plan Dated \_\_\_\_\_  
Renewal/Interim Inspection Report Dated \_\_\_\_\_  
    Corrective Action Plan Dated \_\_\_\_\_  
Renewal/Interim Inspection Report Dated \_\_\_\_\_  
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    Corrective Action Plan Dated \_\_\_\_\_  
Renewal/Interim Inspection Report Dated \_\_\_\_\_  
    Corrective Action Plan Dated \_\_\_\_\_

## Section 3 – Special Investigation Reports

Special Investigation Report Dated \_\_\_\_\_  
    Corrective Action Plan Dated \_\_\_\_\_  
Special Investigation Report Dated \_\_\_\_\_  
    Corrective Action Plan Dated \_\_\_\_\_  
Special Investigation Report Dated \_\_\_\_\_  
    Corrective Action Plan Dated \_\_\_\_\_  
Special Investigation Report Dated \_\_\_\_\_  
    Corrective Action Plan Dated \_\_\_\_\_

**Note:** The special investigation report for any special investigations defined as high risk by PA 116 are confidential and must not be included in the notebook. The licensing consultant will provide a "Letter of Findings" that must be placed in the notebook in lieu of the high risk special investigation report. A copy of the written notification to parents of the high risk investigation must also be filed in the notebook with the "Letter of Findings."

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