# LICENSING NOTEBOOK SUMMARY SHEET

Michigan Department of Licensing and Regulatory Affairs
Child Care Licensing Bureau

Child Care Licensee _____
Child Care Facility Name _____
License Number _____

All of the following must be filed in your licensing notebook:

- Original Inspection Report
- Addendum to the Original Inspection Report
- Change of Use Space Request for School-Age Programs located in Schools (CCL-4342)
- 90-Day Inspection Report (Family homes opened prior to March 28, 2018 only.)
- Renewal Inspection Report
- Interim Inspection Report
- Special Investigation Report
- Confirming Letter
- Any corrective action plans and corrective action plan approval letters related to the above documents.

| Report Type | Report Date | Corrective Action Plan Date (If violations) |
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**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. Prior to December 1, 2012, the licensing consultant provided a “Letter of Findings” that must be placed in the notebook in lieu of the high risk special investigation report. After December 1, 2012, the special investigation report cover letter will advise you what documents need to be placed in the notebook.

LARA is an equal opportunity employer/program.