



Letter.	
Failed - Ongoing Training, Staff Checklist Comments: Substitute's file has a total of 5 1/2 hours of required ongoing training certificates and will need 30 additional hours of to meet the requirements.	Pending Correction
Failed - Health and Safety Training, Staff Checklist Comments: Substitute's file is missing required Health & Safety training topics #1 & #2.	Pending Correction
Failed - Suitability Determination (Every 5 years), Staff Checklist Comments: License's file has an expired Suitability Determination Letter.	Pending Correction
Failed - Immunization Certificate, Child Checklist Comments: Child's immunization record has expired in the file.	Pending Correction
1) 2/12/26- Facility's Fire Inspection Report is expired., Ad Hoc Comments: NA	Pending Correction

**INSTRUCTIONS TO LICENSEE:** Column 2, Date Corrected by Licensee, is to be completed by the facility representative after each deficiency is corrected. The facility representative must put the date of correction and his/her initials in Column 2. This form must be returned to the Department of Human Resources on or before 2/26/26, as verification that deficiencies have been corrected.

**NOTICE:** Any misleading or any false statements or reports made to the Department and/or failure to correct the listed deficiencies can be the basis for adverse action. None of these requirements are to be interpreted to allow anyone to operate in violation of Performance Standards. A facility licensed by the Department must always meet Performance Standards applicable to that facility. It is the responsibility of the licensee to operate in compliance with Performance Standards.

Jan Hunt Coleman  
Signature of Facility Representative

\* 2.25.2026  
Date

DEBORAH LANG-DIXON Deborah Lang Dixon 2/12/26  
Signature of DHR Licensing Representative Date

COPIES TO: Mailed/emailed to Licensee-Jan Hunt -Coleman