



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

November 7, 2018

Kathleen Irwin  
2205 W Osterhout  
Portage, MI 49024

RE: License #: DF390036785  
**Irwin, Kathy**  
**2205 W Osterhout**  
**Portage, MI 49024**

Dear Ms Irwin:

Your Family Child Care Home license is renewed. It is valid only at your present address and is nontransferable. If you move, please notify us at least 30 days in advance.

You will be receiving the license in the mail. Please review it for accuracy.

Attached is the Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. You have submitted an acceptable written corrective action plan covering the violations cited in the report. Therefore, your license is renewed.

Please review the enclosed documentation for accuracy and contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (616) 356-0183.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Blake".

Jennifer Blake, Licensing Consultant  
Bureau of Community and Health Systems  
322 E. Stockbridge Ave  
Kalamazoo, MI 49001

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

|                                |                                       |
|--------------------------------|---------------------------------------|
| <b>License #:</b>              | DF390036785                           |
| <b>Licensee Name:</b>          | Kathleen Irwin                        |
| <b>Licensee Address:</b>       | 2205 W Osterhout<br>Portage, MI 49024 |
| <b>Licensee Telephone #:</b>   |                                       |
| <b>Licensee:</b>               | N/A                                   |
| <b>Name of Facility:</b>       | Irwin, Kathy                          |
| <b>Facility Address:</b>       | 2205 W Osterhout<br>Portage, MI 49024 |
| <b>Facility Telephone #:</b>   | (269) 329-4985                        |
| <b>Original Issuance Date:</b> | 05/09/1994                            |
| <b>Capacity:</b>               | 6                                     |
| <b>Age Range:</b>              | Ages Birth Thru 12 years              |

## II. METHODS OF INSPECTION

Date of On-site Inspection(s):

11/07/2018, 10/18/2018

|   |                      | No. of Records<br>Reviewed          |
|---|----------------------|-------------------------------------|
| No. of children enrolled in care                          |                      | 5            5                      |
| No. of assistant caregivers employed                      |                      | 0            0                      |
| No. of child care children present at time of inspection  |                      | 4                                   |
| No. of other children present at time of inspection       |                      | 0                                   |
| No. of assistant caregivers present at time of inspection |                      | 0                                   |
| Licensee present at time of inspection?                   |                      | Yes                                 |
| Persons Interviewed:                                      | Licensee             | <input checked="" type="checkbox"/> |
|   | Assistant Caregivers | <input type="checkbox"/>            |

Approved child use space: The main level of the home is approved for child use including three bedrooms for sleeping, the living room and the playroom. The kitchen is used for passing through. The basement level of the home is also approved including the playroom area.

Exiting information (including second floor and basement): On the main level of the home there are three doors that lead to the exterior of the home. In the basement there is a stairway to the main level and a marked egress window.

Approved variances -  No  Yes Description:

Key Indicator Inspection: no

### Additional information:

- Pets? No  Yes  If yes, describe.  
The home has 2 small dogs that are monitored at all times when with children.
- Hot tubs or spa pool? No  Yes  If yes, are there appropriate barriers?
- Swimming pool? No  Yes  If yes, describe pool and barriers.
- Other water hazards? No  Yes  If yes, describe.
- Fireplace or wood burning stove? No  Yes  If yes, describe.
- Fireplace/wood burner in use during child care hours? No  Yes  If yes, describe barriers to protect children from burns.

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care home administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the home's records, including staff records and children's records. Staff records include background checks, medical clearance information, and training information. Children's records include child information cards and child in care statements/receipts.

During the inspection, the child care home was found to be in compliance with all applicable rules and statutes except for the following violations:

**R 400.1905            Training.**

(1) The caregiver shall complete not less than 10 clock hours of training each year related to child development, program planning, and administrative management for a child care business, not including CPR, first aid, and blood-borne pathogen training.

Ms. Irwin only completed 20 training hours for 2015, 2016 and 2017. Ms. Irwin said that she was in the process of completing additional training hours.

**R 400.1907            Children's records.**

(2) Records in subrule (1) of this rule shall be reviewed and updated annually or when information changes.

Two of the five child in care statements were not updated annually.

**IV. RECOMMENDATION**

I recommend issuance of a registered license to this child care family home (capacity 1-6).

*Jennifer Blake*

11/7/2018

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Jennifer Blake  
Licensing Consultant

Date