



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

September 12, 2019

Alice Spence
702 Prospect St
East Jordan, MI 49727

RE: License #: DF150383843
Alice Spence
702 Prospect St
East Jordan, MI 49727

Dear Ms. Spence:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the renewal inspection on 9/9/2019, I found five *violations*. The violations are listed below and explained in the attached report:

MCL 722.115n	Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.
R400.1907(1)(a)	Children's records.
R400.1923(2)(e)	Diapering and toilet learning.
R400.1923(2)(g)	Diapering and toilet learning.
R400.1932(2)	Home maintenance and safety.

Due to the violations, you must send us a corrective action plan by 10/1/2019. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2018:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

Please 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 231-922-5309.

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

Sincerely,



Codie Mayhew, Licensing Consultant
 BCHS/Child Care Licensing Division
 701 S. Elmwood Ave, Suite 11
 Traverse City, MI 49684
 (231) 342-5006- Cell
 MayhewC@michigan.gov

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DF150383843
Licensee Name:	Alice Spence
Licensee Address:	702 Prospect St East Jordan, MI 49727
Licensee Telephone #:	(231) 735-0226
Licensee:	N/A
Name of Facility:	Alice Spence
Facility Address:	702 Prospect St East Jordan, MI 49727
Facility Telephone #:	(231) 735-0226
Original Issuance Date:	09/20/2016
Capacity:	6
Age Range:	Ages Birth Thru 17 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s): 09/09/2019

	No. of Records Reviewed	
No. of children enrolled in care	8	8
No. of assistant caregivers employed	2	2
No. of child care children present at time of inspection	3	
No. of other children present at time of inspection	2	
No. of assistant caregivers present at time of inspection	1	
Licensee present at time of inspection?	Yes	
Persons Interviewed:	Licensee	<input checked="" type="checkbox"/>
	Assistant Caregivers	<input checked="" type="checkbox"/>

Approved child use space: On the main level, the living room, kitchen, dining room, and play room are approved as child use space.

Exiting information (including second floor and basement): The front entrance of the home is attached to the living room and it exits out to the front yard. There is a side entrance which exits into the driveway located on the side of the home.

Approved variances - No Yes Description:

Key Indicator Inspection: No

Additional information:

- Pets? No Yes If yes, describe.
There are three dogs and three cats.
- 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.
There is an electric fireplace in the living room. It is not used during child care hours.
- 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, I reviewed records, provider-child interactions, bedding, diapering, and safety components. There were five children present with two of them being related to Ms. Spence. I observed Ms. Spence serve a nutritious snack to the children and I observed her offering the children choices regarding their snack. Ms. Spence appropriately comforted an upset child and she positively enforced house rules with the children. She gave the children one on one attention when she was able to do so. Ms. Spence discussed that she likes to occasionally take the children on walking field trips around her neighborhood.

Ms. Spence had positive meaningful interactions with the children during the inspection. I saw the children engaging in imaginative play after nap time. The children have access to a large playroom in the home. The children can access toy trucks, books, puzzles, dolls, balls, toy kitchen, building blocks, and various toys during indoor play. Ms. Spence has a large, fenced in play area outdoors. The children have access to toy houses, climbers, a slide, swings, a sandbox, bikes, and various outdoor toys.

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

MCL 722.115n Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.

(3) Each individual listed in subsection (1) shall give written consent at the time of the license application and before a group child care home or family child care home allows an individual to be a member of the household, or before becoming a child care staff member to allow the department of state police to conduct the criminal history check required under subsection (1). The department shall require the individual to submit his or her fingerprints to the department of state police and the Federal Bureau of Investigation for the criminal history check as required in subsection (1).

Ms. Spence did not have written consent to allow the department of state police to conduct the criminal history check required under subsection (1). Mr. Ryan Spence's Consent and Disclosure form was not signed on pages two through five.

R 400.1907 Children's records.

(1) Prior to initial attendance, the caregiver shall obtain the following documents:

(a) A completed child information card on a form provided by the department or a comparable substitute approved by the department.

Ms. Spence did not ensure that child information cards were completed on each child, prior to initial attendance. During the inspection, I reviewed eight child information cards. Out of the eight cards, eight cards were missing an admission date, four were missing a cell phone number, two cards had N/A and 0 in the allergy/special needs/special instructions section, and one card was missing an employer phone number.

R 400.1923 Diapering and toilet learning.

(2) The designated changing area shall comply with all of the following:

(e) Be cleaned and sanitized after each use.

Ms. Spence did not clean and sanitize the designating changing area after each use. During the inspection, Ms. Spence reported that she was not following the 3-step method and she was only using a Lysol disinfectant spray.

R 400.1923 Diapering and toilet learning.

(2) The designated changing area shall comply with all of the following:

(g) Have a plastic-lined, tightly covered container exclusively for disposable diapers and diapering supplies that shall be emptied and sanitized at the end of each day.

Ms. Spence did not have a plastic-lined, tightly covered container exclusively for disposable diapers and diapering supplies that shall be emptied and sanitized at the end of each day. During the inspection, Ms. Spence did not have a diapering container with a lid and she was disposing of used diapers in the garbage located under the kitchen sink.

R 400.1932 Home maintenance and safety.

(2) All dangerous and hazardous materials or items shall be stored securely and out of the reach of children.

Ms. Spence did not ensure that all dangerous and hazardous materials were stored securely and out of reach of children. During the inspection, I found a bottle of Listerine, a bottle of Clean and Clear Facewash, a bottle of LA Looks Hair Gel on the bathroom sink which is accessible to children. On the floor of the bathroom, there was a bottle of Clorox Disinfectant wipes.

Technical assistance and consultation were provided on the following:

- R 722.113g- Licensing Summary Sheet
- R 400.1945(1)(a-c)- State that the child information cards will be taken during emergency situation and who will be responsible for getting them.
- R 400.1918- Must have doctor's note to give Ibuprofen for children under the age of two. Providers must also document when Ibuprofen is given on a medication sheet.
- R 400.1952(1)- Must obtain permission for walking field trips for each trip if the trip is not on the same day, at the same time, to the same destination.
- R 400.1907(1)(b)- Make sure the parents and the provider indicate what meals or food they will be supplying in section four.
- We discussed cleaning and disinfecting toys and areas frequently touched by children in the home.
- We discussed connecting household members on the CCBC website.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license.

Codie Mayhew

09/12/2019

Codie Mayhew
Licensing Consultant

Date