



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

Michelle Richard  
ACTING DIRECTOR

3/10/2024

Kristen Tipsword  
CDC - Forest  
5196 Comstock Ave., Comstock, MI 49048

License Number: DC390313702

Dear Kristen Tipsword,

This letter is to advise you that the 3/10/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8340(3)	There were water bottles in two classrooms that were not labeled with the child's first name, last name, and date.	Program director will send a message out to all parents that they must label their child's water bottles/beverages/food each day with first/last name and date. Program director will check daily to make sure water bottles any other food/beverages parents send from home is labeled.	3/11/2024 and continuous
R 400.8545(3)	The fire extinguishers were not being checked monthly and initialed/dated on day of inspection.	The program director will do a monthly inspection of each fire extinguisher and initial/date on day inspection is completed.	Ongoing
R 400.8161(5)	One quarterly fire drill was missing for 2022. One	The program director is new to this position.	Ongoing


	quarterly fire drill was missing for 2023.	Moving forward she will conduct quarterly fire drills and document them on a written log.	
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It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact Roxanne Duckworth at 269-568-2686 or [duckworthr@michigan.gov](mailto:duckworthr@michigan.gov). In the event that Roxanne Duckworth is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

  
Roxanne Duckworth, Licensing Consultant