



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

March 30, 2023

Tina Caverly  
1638 N. Perry  
Pontiac, MI 48340

RE: License #: DC630360686  
**Tots Learning Center & Child Care**  
**1638 N. Perry**  
**Pontiac, MI 48340**

Dear Tina Caverly:

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 03/27/2023, I found 1 violation(s) listed below and explained in the attached report:

**R 400.8131 Professional development requirements.**

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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 (517) 284-9730.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Michelle Fruehan".

Michelle Fruehan, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(248) 672-9158

Enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC630360686
<b>Licensee Name:</b>	Tina Caverly
<b>Licensee Address:</b>	1638 N. Perry Pontiac, MI 48340
<b>Licensee Telephone #:</b>	(248) 224-6218
<b>Licensee/Designee:</b>	N/A
<b>Name of Facility:</b>	Tots Learning Center & Child Care
<b>Facility Address:</b>	1638 N. Perry Pontiac, MI 48340
<b>Facility Telephone #:</b>	(248) 377-0322
<b>Original Issuance Date:</b>	08/18/2014
<b>Capacity:</b>	45
<b>Age Range:</b>	Ages Birth Thru 12 years
<b>Program Components:</b>	PRESCHOOL SCHOOL AGE INFANT/TODDLER FOOD SERVICE

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/27/2023  
 Date of Environmental Health Inspection: 03/20/2023  
 Date of Fire Safety Inspection: 03/17/2021  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care		10
No. of staff employed	6	5
No. of volunteers	0	0
No. of children present at time of inspection	21	
No. of staff present at time of inspection	6	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	21	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Three well defined spaces  
 Approved Program Director: Tina Caverly  
 Approved Central Administrator: none  
 Approved Variances: none  
 Key Indicator Inspection: no

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center 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 center's records, including staff records and children's records. Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

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

**R 400.8131 Professional development requirements.**

**(6) All child care staff members who work directly with children shall complete 16 clock hours of professional**

development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.
- (b) Health, safety, and nutrition.
- (c) Family and community collaboration.
- (d) Program management.
- (e) Teaching and learning.
- (f) Observation, documentation, and assessment.
- (g) Interactions and guidance.
- (h) Child care center administrative rules.

All staff did not complete 16 hours of training annually. One of five staff files did not contain evidence that 16 hours of training was completed in 2022.

A corrective action plan was requested and approved on 03/27/2023. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

*Technical assistance was provided on R.400.8360(4) and R.400.8152(4).*

#### IV. RECOMMENDATION

I recommend issuance of a regular license to this child care facility.



03/30/2023

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Michelle Fruehan  
Licensing Consultant

Date