



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

May 5, 2022

Amy Sheltraw
 708 Webb Drive
 Bay City, MI 48706

RE: License #: DF090356488
Amy Sheltraw
708 Webb Drive
Bay City, MI 48706

Dear Ms. Sheltraw:

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 5/05/2022, I found 4 violation(s) listed below and explained in the attached report:

- R 400.1906 (1)(b) Records of a licensee; child care staff member; child care assistant.**
- R 400.1907 (3) Child's records.**
- R 400.1933 (4) Water supply; sewage disposal; water temperature.**
- R 400.1936 (4) Animals and pets.**

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

During calendar year 2021:	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 517-284-9730. Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Stacy M. Tomczak, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa St
PO Box 30664
Lansing, MI 48909
989-798-4738

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DF090356488
Licensee Name:	Amy Sheltraw
Licensee Address:	708 Webb Drive Bay City, MI 48706
Licensee Telephone #:	
Licensee:	N/A
Name of Facility:	Amy Sheltraw
Facility Address:	708 Webb Drive Bay City, MI 48706
Facility Telephone #:	(989) 686-5794
Original Issuance Date:	05/07/2014
Capacity:	6
Age Range:	Ages Birth Thru 10 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s): 05/05/2022

		No. of Records Reviewed
No. of children enrolled in care	17	9
No. of assistant caregivers employed	1	1
No. of child care children present at time of inspection	2	
No. of other children present at time of inspection	0	
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: Main floor and playroom

Exiting information (including second floor and basement): There is a front door and a door from the breezeway that lead to the front yard. there is a back door that leadsto the back yard.

Approved variances - No Yes Description:

Key Indicator Inspection: No

Additional information:

- Pets? No Yes If yes, describe.
Ms. Sheltraw has a one year old lab dog. The dog has access to the children. He was very calm and well behaved during the inspection.
- 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 400.1906 Records of a licensee; child care staff member; child care assistant.

(1) A licensee shall maintain a file for each child care staff member and each child care assistant that includes all of the following:

(b) Daily records detailing arrival times and departure times at the child care home.

Ms. Sheltraw was not having her child care staff member keep daily records of her arrival and departure times.

R 400.1907 Child's records.

(3) Dated daily attendance records of children in care must be maintained and include the child's first and last name and the time of arrival and departure. Electronic records may be used. If electronic records are used, they must be available to the department at the time of the inspection. If electronic attendance records are not available during an on-site inspection, the child care home is in violation of this rule.

One of the children in attendance did not have an attendance record started for today.

R 400.1933 Water supply; sewage disposal; water temperature.

(4) Hot water temperature must not exceed 120 degrees Fahrenheit at water faucets accessible to children.

The hot water measured 125.4 at the bathroom sink the children use.

R 400.1936 Animals and pets.

(4) Animals and pets shall not be allowed in food preparation and eating areas during meal or snack times.

Ms. Sheltraw's dog was in the area while the two child care children were eating lunch.

A corrective action plan was requested and approved on 05/05/2022. 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 regarding television programs while child care children are in the living room, hand washing requirements for infants and toddlers, and infant sleep equipment for unrelated children.

IV. RECOMMENDATION

I recommend no change of license status.



May 5, 2022

Stacy M. Tomczak
Licensing Consultant

Date