



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

November 3, 2022

Alice Spence
702 Prospect St
East Jordan, MI 49727

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

Dear Ms. Spence:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 11/03/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

During the inspection, there were six unrelated children and one related child present with Ms. Spence. She was compliant with ratio and capacity requirements. Ms. Spence has a playroom which contained a sufficient amount of toys and equipment accessible to the children. Ms. Spence was observed being nurturing toward the children. I observed her frequently holding and rocking an upset infant. Ms. Spence reported that learning is play based at her home. She incorporates counting during play, shape recognition, and she has circle time daily. She also engages the children in the animal of the day activity. The children will ask Google about an animal and then they spend the day learning about characteristics related to that animal. She also engages the children in weather recognition activities each day. The outdoor play area is located behind her home. It is entirely fenced in, and it features various age-appropriate outdoor equipment for the children.

The violations that were found are:

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:

(g) A written statement, signed and dated by the child care staff member or child care assistant at the time of hiring, indicating all of the following information:

(i) The individual is aware that abuse and neglect of children is unlawful.

(ii) The individual knows that he or she is mandated by law to report child abuse and neglect.

(iii) The individual has received a copy of the licensee's discipline policy.

Ms. Spence did not ensure that all child care staff members had completed an assistant caregiver statement. During the inspection, child care staff member Ryan Spence did not have an assistant caregiver statement on file.

R 400.1913 Discipline; child handling.

(1) A licensee shall develop and have on file a written policy regarding the discipline of children.

Ms. Spence did not ensure that the discipline policy covered all prohibited forms of discipline on her discipline policy.

Technical Assistance and Consultation were provided on the following:

- I provided guidance regarding roles for individuals on the Child Care Background Check (CCBC) system.
- I provided individualized plans for chronic medical condition templates, an updated recall list, a sample discipline policy, an assistant caregiver form, and sample emergency plans template.
- I provided guidance on the infant and toddler plans. Please ensure that you identify who will grab diapers, wipes, bottles, and snacks for the emergency relocation plans.
- I provided guidance on the crisis management plans. Ms. Spence needs separate plans for intruders, active shooters, and bomb threats.

On 11/03/2022, you gave us an acceptable written corrective action plan.

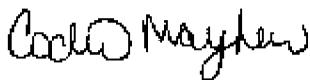
During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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

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,



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