



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

June 10, 2021

Nicole Hopkins  
40 Wyandotte Ct  
Saranac, MI 48881

RE: License #: DF340382866  
**Village Day Care**  
**40 Wyandotte Ct**  
**Saranac, MI 48881**

Dear Ms. Hopkins:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 06/10/2021. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

The violations that were found are:

**R 400.1907**      **Child's records.**

(1) Prior to a child's initial attendance, a licensee 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.

Five of seven child information cards were missing required information including mother information; admission date; employer number; and physician number. Additionally, all seven child information cards were obsolete. The child information cards used should be either revision 7-18 or 6-17.

**R 400.1907**      **Child's records.**

(2) Records in subrule (1) of this rule must be reviewed and updated annually or when information changes.

Four of four child in care statements were expired/not updated annually. Additionally, the four child in care statements were obsolete. The child in care statements used should be revision 2-2021.

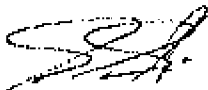
On 6/10/2021, you gave us an acceptable written corrective action plan.

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 (616) 356-0183.

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

Sincerely,



Sean Shankin, Licensing Consultant  
Bureau of Community and Health Systems  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503