



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

October 11, 2022

Terri Bird
3202 Fleetwood Dr.
Portage, MI 49024

RE: License #: DF390291668
Terrie Bird
3202 Fleetwood Dr.
Portage, MI 49024

Dear Ms. Bird:

This letter is to advise you that the 10/11/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, 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
R400.1905(1) Training	The licensee did not have verification of 10 clock hours of annual training for the 2020/2021 renewal cycle.	Licensee will complete missing hours of training and moving forward will complete 10 hours of annual training and maintain verification of training either on Miregistry or written training record form.	Ongoing
R400.1905(9) Training	Licensee did not complete the 2021 health and safety refresher training.	Licensee will make sure that courses 1 and 2 of health and safety are completed, as well as the 2021 refresher training. Licensee will complete the 2022 refresher and all trainings issued from LARA in future years.	11/01/2022 and ongoing

R400.1907(2) Child's records	The child information cards and child in care statements were not reviewed, updated, and signed by the parent annually.	Consultant will send licensee new forms. Licensee will have parents complete updated child information cards and child in care statements. Parents will review and update these forms annually.	11/01/2022 and Ongoing
R400.1907(3) Child's records	The children's attendance records did not have arrival/departure times completed daily for several of the children.	Licensee will make sure that accurate arrival and departure times are being written every day for each child attending her child care home.	Ongoing
R400.1919(3) Communicable disease; immunizations; mental and physical health; physician attestation; tuberculosis	One household member over age 14 did not have a completed tuberculosis test and results on file.	This household member has a doctor appointment next week. Licensee will have the doctor complete a TB test. Those results will be sent to consultant for licensing file and kept on file at the child care home.	10/31/2022
R400.1945(4) Emergency; plan; drill	There was no written record, including date and time it takes to evacuate, for fire drills completed each quarter.	The licensee will print the fire/tornado drill log form and maintain record of completed fire drills.	10/31/2022 and ongoing
R400.1945(5) Emergency; plan; drill	There was no written record, including date, of tornado drills completed between March and November of each year.	The licensee will print the fire/tornado drill log form and maintain record of completed tornado drills.	10/31/2022 and ongoing
R400.1952(1)(a) Child transportation; parent permission; child information card; required when off premises	Licensee did not have verification of the annual parent permissions for routine transportation to the weekly library group the children go to.	Licensee will write out a new annual parent permission slip for routine transport/weekly field trips and have parents sign/date it. This will be kept in the child's record.	Today and ongoing

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 me with any questions at (269) 568-2686. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Roxanne Duckworth".

Roxanne Duckworth, Licensing Consultant
Child Care Licensing Bureau
611 West Ottawa Street
P.O. Box 30664
Lansing, MI 48909