



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:

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 10/11/2022, I found 8 violations. The violation is listed below and explained in the attached report:

- R400.1905 Training
- R400.1907 Child's records
- R400.1919 Communicable disease; immunizations; mental and physical health; physician attestation; tuberculosis
- R400.1945 Emergency; plan; drill
- R400.1952 Child transportation; parent permission; child information card; required when off premises

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

<b>During calendar year 2021:</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 at (269) 568-2686. 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 that reads "Roxanne Duckworth". The signature is written in a cursive style with a large initial 'R'.

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

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DF390291668
<b>Licensee Name:</b>	Terri Bird
<b>Licensee Address:</b>	3202 Fleetwood Dr. Portage, MI 49024
<b>Licensee Telephone #:</b>	(269) 823-4073
<b>Licensee:</b>	N/A
<b>Name of Facility:</b>	Terrie Bird
<b>Facility Address:</b>	3202 Fleetwood Dr. Portage, MI 49024
<b>Facility Telephone #:</b>	(269) 823-4073
<b>Original Issuance Date:</b>	10/08/2007
<b>Capacity:</b>	6
<b>Age Range:</b>	Ages Birth Thru 14 years

## II. METHODS OF INSPECTION

Date of On-site Inspection(s): 10/11/2022

	No. of Records Reviewed	
No. of children enrolled in care	6	6
No. of assistant caregivers employed	0	0
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	0	
Licensee present at time of inspection?	Yes	
Persons Interviewed:		
Licensee	<input checked="" type="checkbox"/>	
Assistant Caregivers	<input type="checkbox"/>	

Approved child use space: The main level dining room, kitchen, living room, and playroom are approved for child use space. There is a full bathroom on this level for children to use.

Exiting information (including second floor and basement): There are three remote exits on the main level, including the front and back doors, leading directly outside, and a side door leading to the garage.

Approved variances -  No  Yes Description:

Key Indicator Inspection: N/A

### Additional information:

- Pets? No  Yes  If yes, describe.
- 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.  
There is a fireplace located in the living room. The family does not use the fireplace during child care hours.
- 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:	
<b>R 400.1905</b>	<b>Training.</b>
	<b>(1) A licensee shall complete not less than 10 clock hours of training each calendar year related to child development, program planning, and administrative management for a child care business, not including CPR, first aid, and infectious disease, including immunizations, training.</b>
The licensee did not have verification of 10 clock hours of annual training for the 2020/2021 renewal cycle.	
<b>R 400.1905</b>	<b>Training</b>
	<b>(9) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.</b>
Licensee did not complete the 2021 health and safety refresher training.	
<b>R 400.1907</b>	<b>Child's records.</b>
	<b>(2) Records in subrule (1) of this rule must be reviewed and updated annually or when information changes.</b>

The child information cards and child in care statements were not reviewed, updated, and signed by the parent annually.	
<b>R 400.1907</b>	<b>Child's records.</b>
	<b>(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.</b>
The children's attendance records did not have arrival/departure times completed daily for several of the children.	
<b>R 400.1919</b>	<b>Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis.</b>
	<b>(3) An applicant, licensee, child care staff member, child care assistant, and a member of the household who is age 14 or older shall provide written evidence of freedom from communicable tuberculosis (TB) prior to caring for children or living in the child care home.</b>
One household member over age 14 did not have a completed tuberculosis test and results on file.	
<b>R 400.1945</b>	<b>Emergency; plan; drill.</b>
	<b>(4) Fire drills must be practiced while children are in care at least once quarterly, and a written record that includes the date and time it takes to evacuate must be maintained.</b>
There was no written record, including date and time it takes to evacuate, for fire drills completed each quarter.	
<b>R 400.1945</b>	<b>Emergency; plan; drill.</b>
	<b>(5) At least 2 tornado drills must be practiced while children are in care between March and</b>

	<b>November, and a written record of these drills that includes the date must be maintained.</b>
There was no written record, including date, of tornado drills completed between March and November of each year.	
<b>R 400.1952</b>	<b>Child transportation; parent permission; child information card; required when off-premises.</b>
	<b>(1) A licensee shall obtain and keep on file written permission from a child's parent before a child is transported in a vehicle. Written permission must be obtained for both of the following: (a) Routine transportation, at least annually.</b>
Licensee did not have verification of the annual parent permissions for routine transportation to the weekly library group the children go to.	

A corrective action plan was requested and approved on 10/11/2022. 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.

#### IV. RECOMMENDATION

I recommend issuance of a regular license to this child care family home (capacity 1-6).

*Roxanne Duckworth*

10/11/2022

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Roxanne Duckworth  
Licensing Consultant

Date