



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 14, 2022

Jennifer Duyck  
5406 Riverlook  
Comstock Park, MI 49321

RE: License #: DF410041256  
**Jennifer Duyck**  
**5406 Riverlook**  
**Comstock Park, MI 49321**

Dear Ms. Duyck:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 09/14/2022. 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, Ms. Duyck engaged in positive interactions with the children during indoor play. The children played happily amongst themselves throughout the inspection. Ms. Duyck provided guidance and assistance as necessary. The child care home was well maintained and organized. I provided Ms. Duyck with technical assistance for the following:

- **1945(1) Emergency plans**: written emergency plans must address the following types of emergencies:
  - Fire evacuation
  - Tornado watches and warnings
  - Serious accident or injury
  - Water emergencies, if applicable
  - Crisis management: intruders, active shooters, bomb threats, other man- or woman- caused events.
- **1945(2) Emergency plans**: the written plans must include all of the following:
  - Plan for evacuation
  - Plan for safely moving children to relocation site
  - Plan for shelter-in-place
  - Plan for lockdown
  - Plan for contacting parents and reuniting families
  - Plan for continuing operation during or after a disaster
  - Plan for how infants and toddlers will be accommodated in all types of emergencies

- Plan for how children with special needs will be accommodated in all types of emergencies
- Plan for how children with chronic medical conditions will be accommodated in all types of emergencies
- **1907(1)(a) Child information cards:** unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, “unknown” or “none” is the required response. **Note:** a blank field, a line through a field or “N/A” are not acceptable responses.
- **1907(1)(b) Child in care statements:** a fully completed child in care statement must be obtained and kept on file prior to initial attendance.
- **1913 Discipline policy:** all prohibited methods of discipline must be included in the discipline policy. **Note:** a sample discipline policy was given to Ms. Duyck on 09/14/2022.
- **1907(3) Children’s attendance:** arrival and departure times must be recorded at the time of arrival and departure.

As a result of the inspection, I did not find any rule or law violations.

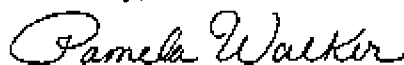
| <b>During calendar year 2021:</b>   | <b>Total</b> |
|---|--------------|
| Number of serious injuries that occurred in facility.   | <b>0</b>     |
| Number of deaths that occurred in the facility.   | <b>0</b>     |
| Number of substantiated cases of abuse and/or neglect of a child that occurred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

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,



Pamela Walker, Licensing Consultant  
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 (616) 250-8864