



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

November 16, 2022

Sue Lee
1755 Oxford Dr.
E. Grand Rapids, MI 49506

RE: License #: DF410262622
Sue Lee
1755 Oxford Drive, SE
East Grand Rapids, MI 49506-4503

Dear Ms. Lee:

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 November 16, 2022, I found two violation(s) listed below and explained in the attached report:

- R 400.1907(1)(a) Child's records.
- R 400.1907(10(b)(i-vi) Child's records.

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

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

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,

A handwritten signature in black ink, appearing to read 'JMB', is positioned above the printed name.

Jessica Miranda-Bevier, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(616) 498-5459

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DF410262622
Licensee Name:	Sue Lee
Licensee Address:	1755 Oxford Dr. E. Grand Rapids, MI 49506
Licensee Telephone #:	(616) 617-6876
Licensee:	N/A
Name of Facility:	Sue Lee
Facility Address:	1755 Oxford Drive, SE East Grand Rapids, MI 49506-4503
Facility Telephone #:	(616) 617-6876
Original Issuance Date:	12/02/2003
Capacity:	6
Age Range:	Ages 2 years 0 months Thru 8 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s): 11/16/2022

		No. of Records Reviewed
No. of children enrolled in care	3	3
No. of assistant caregivers employed	0	0
No. of child care children present at time of inspection	3	
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 of the home is approved as child use space.
Exiting information (including second floor and basement): There are two remotely located exits on the main level of the home; the front door and a back door leading to the outdoor play area.

Approved variances - No Yes Description:

Key Indicator Inspection: No

Additional information:

- Pets? No Yes If yes, describe.
There are multiple fish tanks in the home. All pet supplies and equipment are maintained inaccessible to children.
- 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.
- 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 my on-site inspection one child was finishing breakfast and two other children were engaged in free play. Ms. Lee interacted with children in a positive and friendly manner.

I provided technical assistance and consultation to Ms. Lee on the following rules:

- **R 400.1945(1-2) Emergency; plan; drill;** ensuring there are written plans for emergency procedures and that they are posted in a conspicuous place. I gave Ms. Lee a template she could use to create the emergency plans.
- **R 400.1952(1)(a-b) Child transportation; parent permission; child information card; required when off-premises;** ensuring written permission is obtained from the child's parent and kept on file before a child is transported in a vehicle, both for field trips and routine transportation.
- **R 400.1932 (2) Home maintenance and safety;** ensuring that all dangerous and hazardous materials or items (i.e., medications) are stored securely and out of the reach of children.

During the inspection, the child care home was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.1907(1)(a) 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.

I inspected three child files; all the Child Information Record (CCL-3731) were missing required information:

- Three of the cards were missing the date of admission
- One card had the “release of child section” blank
- One card was partially completed
- The cards on file were outdated versions of the document.

I provided technical assistance that blanks left on the card are not acceptable responses.

I have included a current copy of the Child Information Record (CCL-3731) with this report.

R 400.1907(10(b)(i- vi)

(1) Prior to a child's initial attendance, a licensee shall obtain the following documents:

(b) A child in care statement or receipt using a form provided by the department and signed by the parent certifying all of the following:

(i) Receipt of a written disciplinary policy.

(ii) Condition of the child's health.

(iii) Acknowledgement that the parent has been offered either a copy of the licensing rules for a child care home or has been given the website for an electronic copy of these rules.

(iv) Agreement as to who will provide food for the child.

(v) Acknowledgement that firearms are on the premises, if applicable.

(vi) If the child care home was built prior to 1978, then the licensee shall inform the parents of each child in care and all personnel of the potential presence of lead-based paint or lead dust hazards, unless the licensee maintains documentation from a lead testing professional that the home is lead safe.

I inspected three child files; some of the files did not include a completed Child in Care Statement/Receipt (CCL-3900). The files that contained the document had old versions on file.

I have included a current copy of the Child in Care Statement/Receipt (CCL-3900) with this report.

A corrective action plan was requested and approved on 11/16/2022. 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).



11/16/2022

Jessica Miranda-Bevier
Licensing Consultant

Date