



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 22, 2022

Shannon Woodwyk  
3696 Lo-AI Drive  
Ravenna, MI 49451

RE: License #: DF610315798  
**Shannon Woodwyk**  
**3696 Lo-AI Drive**  
**Ravenna, MI 49451**

Dear Ms. Woodwyk:

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 03/15/2022, I found five violation(s) listed below and explained in the attached report:

- R400.1903(8) Licensee responsibilities.**
- R400.1905(4) Training.**
- R400.1905(9) Training.**
- R400.1907(2) Child's record.**
- R400.1934(4) Heating; ventilation; lighting; radon.**

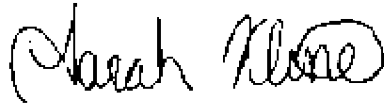
You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

<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. 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 "Tarah Kline". The signature is written in a cursive style with a large, circular flourish at the end of the name.

Tarah Kline, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(616) 916-2490

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DF610315798
<b>Licensee Name:</b>	Shannon Woodwyk
<b>Licensee Address:</b>	3696 Lo-Al Drive Ravenna, MI 49451
<b>Licensee Telephone #:</b>	(231) 853-2425
<b>Licensee:</b>	N/A
<b>Name of Facility:</b>	Shannon Woodwyk
<b>Facility Address:</b>	3696 Lo-Al Drive Ravenna, MI 49451
<b>Facility Telephone #:</b>	(231) 750-5210
<b>Original Issuance Date:</b>	03/21/2012
<b>Capacity:</b>	6
<b>Age Range:</b>	Ages Birth Thru 17 years

## II. METHODS OF INSPECTION

Date of On-site Inspection(s): 03/15/2022

	No. of Records Reviewed	
No. of children enrolled in care	13	13
No. of assistant caregivers employed	0	0
No. of child care children present at time of inspection	6	
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: On the main level of the home the kitchen, dining room, living room, and three bedrooms.

Exiting information (including second floor and basement): Exiting from the main level of the home can occur through the front door, the garage door and the slider out of the deck.

Approved variances -  No  Yes Description:

Key Indicator Inspection: No

### 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.  
There is a creek that runs through the backyard of the home. The child care children play outdoors only in the front yard or a local park within walking distance.
- Fireplace or wood burning stove? No  Yes  If yes, describe.  
There is a fire place in the living room.
- 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:

**R 400.1903                      Licensee responsibilities.**

(8) To comply with section 3c of the act, MCL 722.113c, a licensee shall have a policy and procedure on smoking and vaping that includes all of the following:

(b) Conspicuously post on the premises a notice stating that smoking and vaping are prohibited on the premises during child care hours.

Ms. Woodwyk did not have a post on the premises stating that there is no vaping allowed during child care hours.

**R 400.1905                      Training.**

(4) Within 90 days after receiving a child care license or of being hired at a child care home, a licensee, a child care staff member, and a child care assistant shall complete training on all of the following topics:

(a) Child development.

Ms. Woodwyk did not complete course 2 of the child care health and safety requirements.

**R 400.1905                      Training**

(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.

Ms. Woodwyk did not complete the refresher course for health and safety in 2021.

**R 400.1907          Child's records.**

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

The child in care statements require an annual update, Ms. Woodwyk did not have annual updates for several children.

**R 400.1934          Heating; ventilation; lighting; radon.**

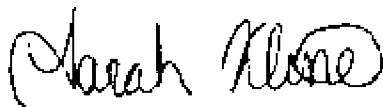
(4) A licensee shall test the child care home for the concentration of radon gas before the initial license is issued and every 4 years thereafter at the time of license renewal.

Ms. Woodwyk did not have a radon test dated within the last 4 years.

A corrective action plan was requested and approved on 03/15/2022. 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 child care license.



3/22/2022

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Tarah Kline  
Licensing Consultant

Date