



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

March 24, 2023

Kasey Smith
402 Farr RD
Norton Shores, MI 49444

RE: License #: DF610403303
Books & Butterflies Daycare
402 Farr Rd.
Norton Shores, MI 49444

Dear Ms. Smith:

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 3/20/2023, I found 1 violation. The violation is listed below and explained in the attached report:

R400.1907(1)(a) Child's record.

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

During calendar year 2022:	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 that reads "Sara Schalk". The signature is written in a cursive style with a loop at the end of the last name.

Sara Schalk, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231)340-2730

enclosure

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

I. IDENTIFYING INFORMATION

License #: DF610403303

Licensee Name: Kasey Smith

Licensee Address: 402 Farr RD
Norton Shores, MI 49444

Licensee Telephone #: (802) 498-7553

Licensee: N/A

Name of Facility: Books & Butterflies Daycare

Facility Address: 402 Farr Rd.
Norton Shores, MI 49444

Facility Telephone #: (616) 610-2259

Original Issuance Date: 09/24/2020

Capacity: 6

Age Range: Ages Birth Thru 12 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s): 03/20/2023

		No. of Records Reviewed
No. of children enrolled in care	6	5
No. of assistant caregivers employed	0	0
No. of child care children present at time of inspection	5	
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, living space, and half bathroom. The main livingroom, and lower bathroom in the basement are also approved child use space.

Exiting information (including second floor and basement): Exiting from the home can occur through the front door, sliding door or the garage. The basement has a sliding door that leads to the backyard and a flight of stairs that leads to the main level of the home.

Approved variances - No Yes Description:

Key Indicator Inspection: No

Additional information:

- Pets? No Yes If yes, describe.
Ms. Smith has 3 dogs and 1 cat.
- 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 pond located in the back of the home. There is a wire fence as a barrier from the pond.
- 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.

When I arrived for the onsite inspection, Ms. Smith was present with five child care children. The children were just waking up from their naps/rest time. During my inspection I observed Ms. Smith to comfort children and tend to their needs in a timely manner. I also observed parent pick up. Ms. Smith was appropriately supervising and interacting with all 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:

R400.1907(1)(a) Child's record.

(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.

Ms. Smith did not ensure that child information cards were completed prior to the children's initial attendance. Of the five child information cards reviewed, all of them were missing information such as the date of admission, allergy information or parent signatures. Ms. Smith also had siblings sharing one child information card.

A corrective action plan was requested and approved on 03/20/2023. 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.

During the exit conference, I provided technical assistance/consultation on the following:

- Safety latches to remained locked during child care hours.
- Child attendance records are to have both the child's first and last name.

IV. RECOMMENDATION

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

Sara Schalk

03/24/2023

Sara Schalk
Licensing Consultant

Date