



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

August 11, 2023

Seema Ibrahim
2575 Walton Blvd.
Rochester Hills, MI 48306

RE: License #: DF630400506
Seema Ibrahim
2575 Walton Blvd.
Rochester Hills, MI 48309

Dear Ms. Ibrahim:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 08/11/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

At the time of the on-site inspection, I provided Ms. Ibrahim with technical assistance pertaining to the following Child Care Homes Licensing Rules:
R400.1918(2)(3)(5) Medication; administration; procedures.
R400.1941(2) Heat-producing equipment.
R400.1943(5) Exit requirements for each floor level used by children.

The violations that were found are:

R 400.1907 **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.

One of the four child information cards reviewed was missing physician information and information if the child had any allergies or special needs.

R 400.1907

Child's records.

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

Three of the four child information cards needed to be updated annually.

Due to the violations, you must send us a corrective action plan by 09/01/2023. You can use our corrective action plan form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

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

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,

A handwritten signature in black ink, appearing to read "Cheryl Amare". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Cheryl Amare, Licensing Consultant
Bureau of Community and Health Systems
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Lansing, MI 48909
(248) 860-0896