



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

February 17, 2022

Marlett, Heather and Marlett, Steven
1002 Shumway
Portage, MI 49002

RE: License #: DG390344263

Ms. Heather's Friends Daycare
1002 Shumway
Portage, MI 49002

Dear Marlett, Heather and Marlett, Steven:

This letter is to advise you that the 02/17/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.1918 (4)	Medication including one epi pen did not have the pharmacy label indicating physician name, child's name, instructions, and name and strength of the medication.	Have parents bring in original packing for epi pen showing all required information.	ASAP
R 400.1918 (5)	One epi pen expired September 2021 and was not returned to the parent.	Make sure child's epi pen is not expired. Check date often.	1 week
R 400.1925 (2)	One household member did not have a copy of the	Have Ethan fill out new form.	1 week

	consent and disclosure form on file.		
R 400/1945 (4)	There were no written records of fire drills conducted during 2020 or 2021.	Not be so quick to pack the years away. Keep copy in licensing notebook.	1 week
R 400.1945 (5)	There were no written records of tornado drills conducted during 2020 or 2021.	Not be so quick to pack the years away. Keep copy in licensing notebook.	1 week

It is expected that the corrective action plan will be implemented within the time frames as outlined in your 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.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available, and you need to speak to someone immediately, you may contact the local office at (517) 284-9730.

Sincerely,



Amy Steger, Licensing Consultant
 Child Care Licensing Bureau
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 Lansing, MI 48909
 (269) 568-2915