



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 7, 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:

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 02/04/2022, I found 5 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

R 400.1918 (4)	Medication; administration; procedures.
R 400.1918 (5)	Medication; administration; procedures.
R 400.1925 (2)(b)	Comprehensive background check; fingerprinting.
R 400.1945 (4)	Emergency; plan; drill.
R 400.1945 (5)	Emergency; plan; drill.

Due to the violations, you must send us a corrective action plan by 02/27/2022. 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, a regular license will be issued. You will receive it 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,



Amy Steger, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (269) 568-2915

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DG390344263
Licensee Name:	Marlett, Heather and Marlett, Steven
Licensee Address:	1002 Shumway Portage, MI 49002
Licensee Telephone #:	(269) 323-1363
Licensee:	N/A
Name of Facility:	Ms. Heather's Friends Daycare
Facility Address:	1002 Shumway Portage, MI 49002
Facility Telephone #:	(269) 743-7031
Original Issuance Date:	08/16/2013
Capacity:	12
Age Range:	Ages Birth Thru 17 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s): 02/04/2022

	No. of Records Reviewed	
No. of children enrolled in care	25	10
No. of assistant caregivers employed	3	3
No. of child care children present at time of inspection	8	
No. of other children present at time of inspection	0	
No. of assistant caregivers present at time of inspection	1	
Licensee present at time of inspection?	Yes	
Persons Interviewed:	Licensee	<input checked="" type="checkbox"/>
	Assistant Caregivers	<input checked="" type="checkbox"/>

Approved child use space: The main level of the home is approved for child use.
Exiting information (including second floor and basement): There are three remote door exits.

Approved variances - No Yes Description:

Key Indicator Inspection: No

Additional information:

- Pets? No Yes If yes, describe.
One dog
- Hot tubs or spa pool? No Yes If yes, are there appropriate barriers?
- Swimming pool? No Yes If yes, describe pool and barriers.
There is an above ground pool located in the back yard. The pool is made inaccessible by a 4-foot fence with a locking gate.
- 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 the inspection, the child care home was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.1918	Medication; administration; procedures.
	(4) Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, and name and strength of the medication, and must be given in accordance with those instructions.
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.	
R 400.1918	Medication; administration; procedures.
	(5) All medication must be kept out of the reach of children and returned to the child's parent when he or she determines it is no longer needed or when it has expired.
One epi pen expired September 2021 and was not returned to the parent.	
R 400.1925	Comprehensive background check; fingerprinting.
	(2) An applicant or licensee shall do all of the following: (b) Maintain a copy of the completed and signed form(s) for each individual entered into the child care background check system under the license.
One household member did not have a copy of the consent and disclosure form on file.	
R 400.1945	Emergency; plan; drill.
	(4) Fire drills must be practiced while children are in care at least once quarterly, and a written record that includes the date and time it takes to evacuate must be maintained.

There were no written records of fire drills conducted during 2020 or 2021.	
R 400.1945	Emergency; plan; drill.
	(5) At least 2 tornado drills must be practiced while children are in care between March and November, and a written record of these drills that includes the date must be maintained.
There were no written records of tornado drills conducted during 2020 or 2021.	

IV. RECOMMENDATION

I recommend issuance of a regular license to this child care group home (capacity 7-12).

Amy Steger

02/07/2022

Amy Steger
Licensing Consultant

Date