



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 13, 2023

Sandra Liphard
2756 E. Sternberg Rd.
Fruitport, MI 49415

RE: License #: DG610276125
Sandra A. Liphard
2756 E. Sternberg Road
Fruitport, MI 49415-8625

Dear Ms. Liphard:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 03/13/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

When I arrived for the onsite inspection, Ms. Liphard and one child care staff member were present with 10 child care children. The older children were sitting at a large table engaging in a small motor activity. During the inspection I observed free play and the children transition into rest time. Ms. Liphard and her child care staff member provided appropriate supervision to the 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.

Ms. Liphard did not ensure that child information cards were up to date. Of the six children's files I reviewed, five of the child information cards were outdated.

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

- Disconnecting child care staff members from CCBC that are no longer employed.
- Ensuring play yards are being used according to manufacturer's instructions, including strapping mattresses down, and using the mattress that came from the manufacturer of that specific play yard.
- I provided an emergency plan template for Ms. Liphard to complete and post, to help ensure that her emergency plans include how infants, toddlers, children with special needs, and children with chronic medical conditions will be accommodated during an emergency.

On 3/13/2023, you gave us an acceptable written corrective action plan.

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,



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

