



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 6, 2022

Zina Coleman
555 E. Madison Ave.
Pontiac, MI 48340

RE: License #: DG630261881
Zina Coleman
555 E Madison Avenue
Pontiac, MI 48340

Dear Ms. Coleman:

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 12/5/2022, I found 11 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

R 400.1906	Records of a licensee; child care staff member; child care assistant.
R 400.1907	Child's records.
R 400.1907	Child's records.
R 400.1907	Child's records.
R 400.1919	Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis.
R 400.1919	Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis.
R 400.1933	Water supply; sewage disposal; water temperature.
R 400.1934	Heating; ventilation; lighting.
R 400.1934	Heating; ventilation; lighting; radon.
R 400.1944	Smoke detectors; fire extinguishers.
R 400.1944	Smoke detectors; fire extinguishers.

Due to the violations, you must send us a corrective action plan by 12/26/2022. 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,

J. Manchester

Jinelle M. Manchester, Licensing Consultant
 Bureau of Community and Health Systems
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (313) 938-6141

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DG630261881
Licensee Name:	Zina Coleman
Licensee Address:	555 E. Madison Ave. Pontiac, MI 48340
Licensee Telephone #:	(248) 334-0142
Licensee:	N/A
Name of Facility:	Zina Coleman
Facility Address:	555 E Madison Avenue Pontiac, MI 48340
Facility Telephone #:	(248) 334-0142
Original Issuance Date:	11/05/2003
Capacity:	12
Age Range:	Ages Birth Thru 17 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s): 12/05/2022

		No. of Records Reviewed
No. of children enrolled in care	17	17
No. of assistant caregivers employed	1	1
No. of child care children present at time of inspection	2	
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: mainfloor living room and two bedrooms, basement
Exiting information (including second floor and basement): front and back door, egress window

Approved variances - No Yes Description:

Key Indicator Inspection: no

Additional information:

- Pets? No Yes If yes, describe.
turtle
- 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.
- 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 400.1906 Records of a licensee; child care staff member; child care assistant.

(1) A licensee shall maintain a file for each child care staff member and each child care assistant that includes all of the following:

(b) Daily records detailing arrival times and departure times at the child care home.

On 12/5/2022, Ms. Coleman did not have records of staff attendance.

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.

On 12/5/2022, I reviewed 17 children's files. Ms. Coleman is using a comparable substitute to the department's child information card. Eleven of the 17 information cards were incomplete. They were missing parent's information, physician's information, signatures and dates.

R 400.1907 Child's records.

(1) Prior to a child's initial attendance, a licensee shall obtain the following documents:

(b) A child in care statement or receipt using a form provided by the department and signed by the parent certifying all of the following:

(i) Receipt of a written disciplinary policy.

(ii) Condition of the child's health.

(iii) Acknowledgement that the parent has been offered either a copy of the licensing rules for a child care home or has been given the website for an electronic copy of these rules.

(iv) Agreement as to who will provide food for the child.

(v) Acknowledgement that firearms are on the premises, if applicable.

(vi) If the child care home was built prior to 1978, then the licensee shall inform the parents of each child in care and all personnel of the potential presence of lead-based paint or lead dust hazards, unless the licensee maintains documentation from a lead testing professional that the home is lead safe.

On 12/5/2022, I reviewed 17 children's files. Three of the files were missing the child in care statement. Nine of the files had the statements but were filled out incorrectly or incompletely.

R 400.1907 Child's records.

(3) Dated daily attendance records of children in care must be maintained and include the child's first and last name and the time of arrival and departure. Electronic records may be used. If electronic records are used, they must be available to the department at the time of the inspection. If electronic attendance records are not available during an on-site inspection, the child care home is in violation of this rule.

On 12/5/2022, there was no attendance taken. Consultation was provided on recording the exact time of arrival and departure.

R 400.1919 Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis.

(1) An applicant shall obtain a written statement, signed by a licensed physician or his or her designee within 1 year before issuance of the initial license, that attests to the applicant's mental and physical health. The attestation must be renewed at the time of subsequent license renewals.

On 12/5/2022, Ms. Coleman did not have an updated physician statement.

REPEAT VIOLATION ESTABLISHED

LSR dated 9/8/2021 and 1/25/2019

CAP dated 9/8/2021 and 1/25/2019

R 400.1919 Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis.

(2) A licensee shall obtain from a child care staff member and a child care assistant a written statement, signed by a licensed physician or his or her designee within 1 year prior to caring for children, that attests to the child care staff member's or child care assistant's mental and physical health. The attestation must be renewed at the time of subsequent renewals of the child care home's license.

On 12/5/2022, the child care staff member did not have a signed physician statement.

REPEAT VIOLATION ESTABLISHED

LSR dated 1/25/2019

CAP dated 1/25/2019

R 400.1933 Water supply; sewage disposal; water temperature.

(4) Hot water temperature must not exceed 120 degrees Fahrenheit at water faucets accessible to children.

On 12/5/2022, the handwashing sink in the basement was 135 degrees Fahrenheit.

REPEAT VIOLATION ESTABLISHED

LSR dated 9/8/2021, 1/25/2019

CAP dated 9/8/2021, 1/25/2019

R 400.1934 Heating; ventilation; lighting.

(3) A carbon monoxide detector, bearing a safety certification mark of a recognized testing laboratory, such as UL (Underwriters Laboratories) or ETL (Electrotechnical Laboratory), must be placed on all levels approved for child care.

On 12/5/2022, the carbon monoxide detector in the basement was not functioning.

R 400.1934 Heating; ventilation; lighting; radon.

(4) A licensee shall test the child care home for the concentration of radon gas before the initial license is issued and every 4 years thereafter at the time of license renewal.

On 12/5/2022, there was not an updated radon test on file.

REPEAT VIOLATION ESTABLISHED

LSR dated 9/8/2021

CAP dated 9/8/2021

R 400.1944 Smoke detectors; fire extinguishers.

(1) Operable smoke detectors approved by a nationally recognized testing laboratory must be installed and maintained on each floor of the home, including the basement, and in all sleeping areas and bedrooms used by children in care.

On 12/5/2022, Ms. Coleman admitted that there was not a smoke detector on the second floor of the home. The smoke detector in the basement was not functioning.

R 400.1944 Smoke detectors; fire extinguishers.

(3) A home shall have at least 1 functioning multipurpose fire extinguisher, with a rating of 2A-10BC or larger, properly mounted not higher than 5 feet from the floor to the top of the fire extinguisher, on each floor level approved for child use.

On 12/5/2022, the fire extinguishers on the main floor and the basement had both lost their charge. Ms. Coleman immediately replaced the fire extinguisher on the main floor, leaving just the fire extinguisher in the basement needing to be recharged or replaced.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license.

J. Manchester

12/6/2022

Jinelle M. Manchester
Licensing Consultant

Date