



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

July 5, 2022

Theresa Ward  
4300 Heatherstone Dr.  
Waterford, MI 48329

RE: License #: DG630309410  
**Teri L. Ward**  
**4300 Heatherstone Dr.**  
**Waterford, MI 48329**

Dear Ms. Ward:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 07/05/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

The violations that were found are:

**R 400.1904a Child care staff member; employment requirements.**

- (2) Before caring for children at a child care home, an individual shall provide the licensee with all of the following:
- (a) A valid certification in infant, child, and adult CPR.

One of the staff members did not provide the licensee with a valid certification in infant, child and adult CPR.

**R 400.1904a Child care staff member; employment requirements.**

- (2) Before caring for children at a child care home, an individual shall provide the licensee with all of the following:
- (b) A valid certification in first aid.

One of the staff members did not provide the licensee with a valid certification in first aid.

**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:

(f) A completed and signed Michigan Child Care Background Check Consent and Disclosure form as required in R 400.1925.

The licensee did not maintain a file for the 2 staff members that includes a completed and signed Michigan Child Care Background Check and Disclosure form as required by the rule R 400.1925.

**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:

(g) A written statement, signed and dated by the child care staff member or child care assistant at the time of hiring, indicating all of the following information:

(i) The individual is aware that abuse and neglect of children is unlawful.

(ii) The individual knows that he or she is mandated by law to report child abuse and neglect.

(iii) The individual has received a copy of the licensee's discipline policy.

The licensee did not maintain a file for both child care staff members that includes a written statement signed and dated by the child care staff member indicating that the individual is aware of abuse and neglect; that the individual is mandated by law to report child abuse and neglect; the individual has received a copy of licensee's discipline policy.

**R 400.1919**

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

(3) An applicant, licensee, child care staff member, child care assistant, and a member of the household who is age 14 or older shall provide written evidence of freedom from communicable tuberculosis (TB) prior to caring for children or living in the child care home.

Both the staff members did not provide written evidence of freedom from TB prior to caring for children.

**R 400.1925**

**Comprehensive background check; fingerprinting.**

(2) An applicant or licensee shall do all of the following:

(e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.

The licensee did not accurately maintain the connection, disconnection status of the staff member; 3 staff members that are currently not working at the child care home continue to be connected and the 2 staff members that are currently working at the child care home are not connected in the child care background check system.

Technical assistance was provided regarding the following:

All columns to be completely filled out in the child information record.

One of the play yard mattresses to be discarded and replaced with the approved play yard.

Due to the violations, you must send us a corrective action plan by 7/20/22. 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.

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,



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