



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

June 21, 2022

Connie McCoy  
1709 Main St  
Minden City, MI 48456

RE: License #: DG760388976  
**Connie McCoy**  
**1709 Main St**  
**Minden City, MI 48456**

Dear Ms. McCoy:

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 6/22/2022, I found 6 *violations*. The violations are listed below and explained in the attached report:

- R 400.1907(1)(a) Child's records.
- R 400.1907(1)(b) Child's records.
- R 400.1907(2) Child's Records.
- R 400.1903(8)(b) Licensee responsibilities.
- R 400.1906(1)(b) Records of a licensee; child care staff member; child care assistant.
- R 400.1925(2)(e) Comprehensive background check; fingerprinting.

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

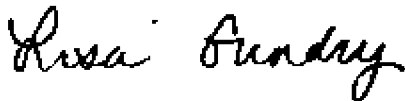
<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>

Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0
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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 (810) 787-7031.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Lisa Gundry, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
PO Box 30664  
Lansing, MI 48909-8164  
(810) 931-1220

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DG760388976
<b>Licensee Name:</b>	Connie Mccoy
<b>Licensee Address:</b>	1709 Main St Minden City, MI 48456
<b>Licensee Telephone #:</b>	(989) 864-5695
<b>Licensee:</b>	N/A
<b>Name of Facility:</b>	Connie McCoy
<b>Facility Address:</b>	1709 Main St Minden City, MI 48456
<b>Facility Telephone #:</b>	(989) 864-5695
<b>Original Issuance Date:</b>	01/12/2018
<b>Capacity:</b>	12
<b>Age Range:</b>	Ages Birth Thru 17 years

## II. METHODS OF INSPECTION

Date of On-site Inspection(s): 06/21/2022

	No. of Records Reviewed	
No. of children enrolled in care	14	10
No. of assistant caregivers employed	1	1
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 floor living room, eat in kitchen and play room  
Exiting information (including second floor and basement): The main floor has 2 remote exits

Approved variances -  No  Yes Description:

Key Indicator Inspection: No

### Additional information:

- Pets? No  Yes  If yes, describe.
- 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 400.1903 Licensee responsibilities.**

(8) To comply with section 3c of the act, MCL 722.113c, a licensee shall have a policy and procedure on smoking and vaping that includes all of the following:

(b) Conspicuously post on the premises a notice stating that smoking and vaping are prohibited on the premises during child care hours.

At the time of the inspection, Ms. McCoy did not have a No Smoking or No Vaping sign posted. I explained that this must be posted during child care hours. Ms. McCoy completed this requirement after the inspection was completed and sent a picture showing it posted.

**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.

At the time of the inspection, Ms. McCoy was not recording child care staff member Jaelynn Mattox's attendance each time she worked. Ms. McCoy indicated that she was unaware of this rule requirement. She utilizes a calendar to record the children's attendance and she uses this sometimes for Ms. Mattox. She agreed to complete her attendance each time she works in the home.

**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.

At the time of the inspection, 6 of 10 children's records I reviewed did not have a completed child information card on file. Ms. McCoy acknowledged that she might have missed completing this form, or she was not sure where it was. I explained that this form must be completed, signed and dated prior to children being provided care in the home. She agreed to complete the form for all of the children in care.

#### **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.

At the time of the inspection, 6 of 10 children's records I reviewed did not have a completed child in care statement on file. Ms. McCoy acknowledged that she might have missed completing this form, or she was not sure where it was. I explained that this form must be completed, signed and dated prior to children being provided care in the home. She agreed to complete the form for all of the children in care.

**R 400.1907****Child's records.**

(2) Records in subrule (1) of this rule must be reviewed and updated annually or when information changes.

At the time of the inspection, 4 of 10 children's child in care statements and child information cards I reviewed were not annually updated. Ms. McCoy acknowledged that she might have missed updating them. I provided her technical assistance on how to update the form at the bottom of the child information card and child in care statements. She agreed to update these forms annually.

**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.

At the time of the inspection, 2 adult household members were currently connected to the license but no longer living in the home. Ms. McCoy stated that she was unaware that she had to disconnect them once they moved out. I provided her with information on how to do this and she agreed to comply with this immediately. This was done by the end of the day.

A corrective action plan was requested and approved on 06/21/2022. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

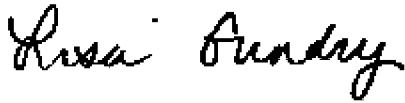
During the inspection I provided Ms. McCoy technical assistance and consultation on the following rules:

- Health and Safety requirements for all staff on the MiRegistry.org website.
- Documenting the child's first name, last name and time in and out each day.
- Using the smoke alarm during fire drills
- Fire and tornado drill requirements (monthly). Ms. McCoy is currently doing them monthly.
- Turning the water temperature below 120 degrees Fahrenheit
- Maintaining the childcare background check (CCBC) website accurately (technical assistance provided onsite).

- Posting the license, emergency plans, No Smoking/Vaping and recall list during child care hours (I emailed the latest recall list to Ms. McCoy)

#### IV. RECOMMENDATION

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



6/21/2022

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Lisa Gundry  
Licensing Consultant

Date