



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

May 6, 2022

Tammy Balcom
 250 Pearl St
 Cadillac, MI 49601

RE: License #: DG830084331
Tammy Balcom
250 Pearl Street
Cadillac, MI 49601

Dear Ms. Balcom:

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 05/05/2022, I found 2 violations listed below and explained in the attached report:

- R 400.1906 (1)(b) Records of a licensee; child care staff member; child care assistant.
- R 400.1907 (2) Child's records.

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

Amanda Wendell

Amanda Wendell, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 492-5410

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DG830084331
Licensee Name:	Tammy Balcom
Licensee Address:	250 Pearl St Cadillac, MI 49601
Licensee Telephone #:	
Licensee:	N/A
Name of Facility:	Tammy Balcom
Facility Address:	250 Pearl Street Cadillac, MI 49601
Facility Telephone #:	(231) 878-3604
Original Issuance Date:	12/06/1998
Capacity:	12
Age Range:	Ages Birth Thru 17 years

II. METHODS OF INSPECTION

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

		No. of Records Reviewed
No. of children enrolled in care		15 10
No. of assistant caregivers employed		1 1
No. of child care children present at time of inspection		12
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 kitchen, living room, three upper bedrooms, lower level family room, and basement child care room are approved as child use space. This is a quad level home.

Exiting information (including second floor and basement): The upper level exits include steps to the main front door and a bedroom window in the southeast bedroom. The main level exits include front door to the front yard and a sliding glass door door to a back deck and the back yard. The lower level family room has two window exits and steps to the front door. The basement exits include steps to the main level and steps secured to the basement wall which exits to a window to ground level.

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?
There is a hot tub in the back yard with a locked cover.
- 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.

At the time of the onsite inspection, Ms. Balcom and her child care staff member were present with 12 child care children. When I arrived, Ms. Balcom was coming inside with six children and her staff member was downstairs with the other six children. I observed Ms. Balcom preparing lunch, toileting, hand washing, children eating lunch, and children engaged in free play before getting ready for rest time. Ms. Balcom and her staff member were both engaged with the children and responsive to their needs. I observed Ms. Balcom comforting children and helping with conflict resolution.

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.

Ms. Balcom does not record daily attendance for her child care staff member. She stated that she was unaware of this requirement.

R 400.1907 Child's records.

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

Ms. Balcom did not ensure that child information cards are updated at least annually. Of 10 child information cards reviewed, 4 had not been updated within the past year.

During the exit conference, technical assistance/consultation was provided regarding the following:

- Ms. Balcom is listed in the CCBC system as the "licensee/licensee designee and program director". Her role needs to be changed to "licensee".

- Ms. Balcom's two adult sons have moved out of the home. She will submit notification in writing and will disconnect them in the CCBC system.
- Ms. Balcom is having a new furnace installed and will submit a furnace and water heater inspection at that time.
- I reminded Ms. Balcom that the 2022 Health and Safety refresher is available and must be completed prior to 11/01/2022.
- I provided Ms. Balcom with a licensing notebook summary sheet and instructions on how to complete it.
- Ms. Balcom's recall list is outdated. She will print and hang the current recall list.
- The smoke and carbon monoxide detector in the basement did not appear to be working properly. Ms. Balcom will check this and replace it if necessary.
- I reminded Ms. Balcom and her staff member that children's television time must be limited to no more than 2 hours per day.
- Four child information cards were missing one piece of information. Ms. Balcom will review the cards and have parents complete them as necessary. I reminded her that she must not complete any information that is required of the parents.
- Ms. Balcom had not included the date of signature on child in care statements. She will complete this.
- Ms. Balcom requested the removal of the bedroom at the end of the hall on the right.

A corrective action plan was requested and approved on 05/05/2022. 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.

IV. RECOMMENDATION

I recommend renewal of this group child care license.

Amanda Wendell

05/06/2022

Amanda Wendell
Licensing Consultant

Date