



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 4, 2023

Jeanette Davis
Woodlawn Preschool
1175 W. Territorial
Battle Creek, MI 49015

RE: License #: DC130016361
Woodlawn Preschool
1175 W Territorial
Battle Creek, MI 49015

Dear Ms. Davis:

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 5/3/2023, I found 3 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

R 400.8143(1)	Children's records.
R 400.8161(2)	Emergency procedures.
R 400.8380(9)	Maintenance of premises.

Due to the violations, you must send us a corrective action plan by 5/24/2023. 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 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

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,



Beth Goding, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa
P. O Box 30837
Lansing, MI 48909
(269) 615-5489

enclosure

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

I. IDENTIFYING INFORMATION

LicenseLicense #:	DC130016361
Licensee Name:	Woodlawn Preschool
Licensee Address:	1175 W. Territorial Battle Creek, MI 49015
Licensee Telephone #:	(269) 963-7334
Licensee/Designee:	Jeanette Davis, Designee
Name of Facility:	Woodlawn Preschool
Facility Address:	1175 W Territorial Battle Creek, MI 49015
Facility Telephone #:	(269) 963-7334
Original Issuance Date:	
Capacity:	60
Age Range:	Ages 1 year 0 months Thru 12 years
Program Components:	GSRP PRESCHOOL SCHOOL AGE INFANT/TODDLER

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 05/03/2023
Date of Environmental Health Inspection: FSL-4/30/23
Date of Fire Safety Inspection: 12/2019
Date of Lead Hazard Risk Assessment, if applicable: 4/2017
Date of Documentation of Playground Compliance, if applicable: 8/2008

		No. of Records Reviewed
No. of children enrolled in care	36	18
No. of staff employed	9	5
No. of volunteers	2	1
No. of children present at time of inspection	28	
No. of staff present at time of inspection	8	
No. of volunteers present at time of inspection	2	
No. of children interviewed/observed	28	
Persons Interviewed:		
Licensee/Licensee Designee	☒	
Program Director	☒	
Caregiving staff	☒	

Approved Child Use Space: The three classrooms and the large gross motor are approved for child care.

Approved Program Director: Jeanette Davis

Approved Central Administrator: No

Approved Variances: no

Key Indicator Inspection: No

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center 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 center's records, including staff records and children's records. Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8143	Children's records.
	(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.
Some of the child information cards were missing required content such as, parent employer and physician numbers and date of admission.	
R 400.8161	Emergency procedures.
	(2) The written procedures must include all of the following: (a) A plan for evacuation. (b) A plan for safely moving children to a relocation site. (c) A plan for shelter-in-place. (d) A plan for lockdown. (e) A plan for contacting parents and reuniting families. (f) A plan for how each child with special needs will be accommodated during each type of emergency. (g) A plan for how infants and toddlers will be accommodated during each type of emergency. (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.
The emergency plans did not specifically define the designated site for all evacuations verses relocation plans or how infants and toddlers will be accommodated in each emergency. The tornado plan must be expanded to include where and how children will safely shelter.	
R 400.8380	Maintenance of premises.
	(9) A center shall adopt and implement an integrated pest management policy as required by section 8316 of the natural resources and environmental protection act, 1994 PA 451, MCL 324.8316.
The pest management policy does not include all required information such as, annual notice will be given in September, 2 methods of notification, what information will be included in the notice (see technical assistance), option for 3 day notice via mail, and 48 hour's notice before application.	

TECHNICAL ASSISTANCE

R 400.8510 Last fire completed 12/2019-new fire required at renewal.

R 400.8146(1) Parent hand book must include how children would be transported on any field trips and food service policy must include that menus will be posted and any subs will be noted on posted menus.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan and A rated fire inspection, I recommend issuance of a regular license.



5/4/2023

Beth Gaudin
Licensing Consultant

Date