



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

Report Type : Renewal
Inspection Type: Renewal

Date of Inspection: 5/2/2024,
Date of Report: 5/15/2024

| Licensee Name(s) | License Number |
|---|--|
| City Of Huntington Woods | DC630018154 |
| Capacity | Facility Name |
| 250 | Huntington Woods Cdc/Latch Key |
| Program Type | Licensee Designee(s) |
| Center | Tracy Shanley |
| Central Administrator(s) | Program Director(s) Name |
| | Jennifer Leigh Morgan |
| Facility Address | Mailing Address |
| 26325 Scotia Parks And Recreation, Huntington Woods, MI, 48070 | 26325 Scotia, Huntington Woods, MI, 48070 |
| Facility Phone Number | Facility Email Address |
| 2485413030 | jmorgan@hwmi.org |

Findings of the Inspection

A copy of this renewal inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [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](#).

The 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.

If you have any questions regarding the report, please contact licensing consultant, Jinelle Manchester, at (313) 938-6141. In the event that Jinelle Manchester is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

| Inspection Details | | |
|---|---|--|
| <i>Number of Rules/Statutes Reviewed</i> | <i>Number of Rules/Statute Violations</i> | <i>Number of Rules/Statutes where Technical Assistance was Provided</i> |
| 746 | 0 | 1 |
| <i>Number of Children's Records Reviewed : Number of Children Enrolled</i> | <i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i> | <i>Number of Volunteer Records Reviewed : Number of Volunteers</i> |
| 25 : 128 | 10 : 10 | 0 : 0 |
| <i>Number of Children Observed : Number of Children Present During Inspection</i> | <i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i> | <i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i> |
| 19 : 19 | 5 : 5 | 0 : 0 |
| <i>Licensee Interviewed</i> | <i>Program Director Interviewed</i> | <i>Child Care Staff Members Interviewed</i> |
| Yes | Yes | Yes |

| Technical Assistance | |
|-----------------------------|---|
| <i>Rule Number</i> | <i>Rule</i> |
| R 400.8143(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. |

| Hours of Operation | | | | | | |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------|---------------|
| <i>Monday</i> | <i>Tuesday</i> | <i>Wednesday</i> | <i>Thursday</i> | <i>Friday</i> | <i>Saturday</i> | <i>Sunday</i> |
| 07:00 AM To 6:00 PM | 07:00 AM To 6:00 PM | 07:00 AM To 6:00 PM | 07:00 AM To 6:00 PM | 07:00 AM To 6:00 PM | | |

Bureau Recommendation

I recommend renewing to a regular license.

Approved By:

| | | | |
|---|--------------------------|--|--|
| <i>J. Manchester</i> Jinelle Manchester Licensing Consultant | 5/15/2024 Date | | |
| | | | |