



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 13, 2022

Sandra Williams  
Foundations Preschool of Washtenaw County  
3770 Packard Road  
Ann Arbor, MI 48108

RE: License # DC810016831  
**Foundations Preschool of Washtenaw County**  
**3770 Packard Road**  
**Ann Arbor, MI 48108**

Dear Ms. Williams:

This letter is a follow-up to our conversation on 08/17/2022. You stated that the newly hired program director took another position and would not be employed at Foundations Preschool. You stated that you currently do not have a qualified program director and will begin a search for a new program director.

The center is found to be in violation of:  
**R 400.8113 Program director qualifications; responsibilities.**

**(7) Early childhood program directors shall meet 1 of the following qualifications shown in Table 1:  
Education and Coursework in Early Hours  
of Childhood Education and Experience:**

**a) Bachelor's degree or higher in early childhood education or child development.**

**b) Bachelor's degree or 18 semester hour in Early Childhood Education or Child Development and 480 hours of experience.**

**c) Montessori credential with 18 semester hours in Early Childhood Education or Child Development and 480 hours of experience.**

**d)Associate's degree in early childhood education or child development including 18 semester hours in Early Childhood Education or Child Development and 480 hours of experience.**

**e)Valid child development associate credential with 18 semester hours in Early Childhood Education or Child Development and 960 hours of experience.**

**f)Sixty semester hours with 18 semester hours in Coursework in Early Childhood Education or Child Development and 1,920 hours of experience.**

Brandy Coffey is currently functioning as the substitute program director but is not qualified as program director.

On 8/17/2022, you gave us an acceptable written corrective action plan.

You can find a copy of this confirming letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when confirming 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,



Dalerie Hughes, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(517) 284-9730