



GRETCHEN WHITMER  
GOVERNOR

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

Michelle Richard  
ACTING DIRECTOR

April 2, 2024

Shannon Steinbach  
Gretchen's House Northside  
929 Barton Drive  
Ann Arbor, Michigan 48105

**License Number: DC810399935**

Dear Ms. Steinbach,

This letter is to advise you that the 4/1/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Child Care Case Complaint, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8125(1)	There is not enough evidence to support that Child B inappropriately touched Child A. There was a pattern of Child B hitting other children on the [REDACTED] a few times in 2023 and being hands-on with others. After the first disclosure from Child A, there was a safety plan put in place. CCSM 3 reported after the safety plan Child A and Child B would play football and they were having trouble keeping their hands off each other during	Staff and Volunteers will continue to monitor all students and place themselves to maintain a global view making sure to keep children in their zones in front of them. They will keep a heightened awareness of child to child physical interactions. If there are allegations of inappropriate contact, the parents will be immediately notified pursuant to licensing and a safety plan and	Monitoring happened immediately. Check in at weekly meeting of Program Director and On-site supervisor. Supervision training for all current Northside staff will be completed by May 15th. New staff will be trained at on-boarding/orientation

	<p>football. Eventually they had to separate that entire group of children because they kept tackling each other during football 11 and trying to wrestle each other to get the ball away. The child care staff members did not supervise Child A and Child B appropriately when they were able to continue to play tag/touch football and continue to be hands on with one another.</p>	<p>behavior plan will be put into place. Licensing will be notified per regulations. The safety plan will include any activities that the children should not participate in during the time of the safety plan. The plan will be reviewed bi-weekly with the parents and collaboration will occur. Any activities children participate in will have appropriate care and supervision at all times and end if child care staff member observes concerns. All current staff will be trained on supervising school-age play on MI Registry. The site supervisor and program director will collaborate on monitoring any safety plans and behavior plans to include observing the classroom randomly during times when these are in place to monitor compliance</p>	
<p>R 400.8158(4)</p>	<p>Program Director [REDACTED] did not submit a written incident report to the Michigan Department of Lifelong Education, Advancement, and Potential within 72 hours of the incidents of alleged inappropriate contact between Child B and Child A which reportedly</p>	<p>The program director or designee will submit a written incident report of the incident outlined in subrules (1), ( 2) and (3) to MiLEAP within 72 hours of the verbal report. The program director will also send a written report to the Administrator.</p>	<p>Immediately</p>

	occurred on October 27, 2023, and November 14, 2023.		
R 400.8158(2)(b)	Program Director [REDACTED] did not report to the Michigan Department of Lifelong Education, Advancement, and Potential within 24 hours either of the two incidents of alleged inappropriate contact between Child B and Child A which reportedly occurred on October 27, 2023, and November 14, 2023.	The on-site supervisor will let the program director or Administrator know when an incident occurs. The program director or designee will report all incidents to the licensing consultant( MiLEAP) within 24 hours. The program director will also make sure someone on the Administrative team is aware of the incident. Training on the reporting of incidents will occur and continue at least annually for the child care staff.	This was put in place immediately. The training of the staff will occur by April 30th.

It is expected that the corrective action plan will be implemented within the time frames as outlined in your 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.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact Michelle Gleed at (517) 599-7404 or [gleedm@michigan.gov](mailto:gleedm@michigan.gov). In the event that Michelle Gleed is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Michelle Gleed, Licensing Consultant