



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

July 6, 2022

Gretchen Preston  
 Gretchen's House Inc.  
 4531 Concourse Dr.  
 Ann Arbor, MI 48108

RE: License #: DC810411040  
**Gretchen's House - WISD**  
**1735 S. Wagner Road**  
**Ann Arbor, MI 48103**

Dear Mrs. Preston:

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 June 30, 2022, I found three violation(s) listed below and explained in the attached report:

- R 400.8143 Children's records.
- R 400.8164 Telephone service.

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

<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

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.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Brown". The signature is written in a cursive, flowing style.

Kimberly Brown, Licensing Consultant  
Bureau of Child Daycare Licensing  
Cadillac Pl. Ste 9-100  
3026 W. Grand Blvd  
Detroit, MI 48202  
(734) 417-9703

Enclosure

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

**I. IDENTIFYING INFORMATION**

<b>LicenseLicense #:</b>	DC810411040
<b>Licensee Name:</b>	Gretchen's House Inc.
<b>Licensee Address:</b>	4531 Concourse Dr. Ann Arbor, MI 48108
<b>Licensee Telephone #:</b>	(734) 260-9027
<b>Licensee/Designee:</b>	Gretchen Preston, Designee
<b>Name of Facility:</b>	Gretchen's House - WISD
<b>Facility Address:</b>	1735 S. Wagner Road Ann Arbor, MI 48103
<b>Facility Telephone #:</b>	(734) 994-8100
<b>Original Issuance Date:</b>	02/01/2022
<b>Capacity:</b>	56
<b>Age Range:</b>	Ages Birth Thru 5 years 0 months
<b>Program Components:</b>	TRANSPORTATION PRESCHOOL INFANT/TODDLER FOOD SERVICE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 06/30/2022  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection:  
 Date of Lead Hazard Risk Assessment, if applicable:  
 Date of Documentation of Playground Compliance, if applicable:

		No. of Records Reviewed	
No. of children enrolled in care		33	15
No. of staff employed		8	8
No. of volunteers		0	0
No. of children present at time of inspection		20	
No. of staff present at time of inspection		5	
No. of volunteers present at time of inspection		0	
No. of children interviewed/observed		20	
Persons Interviewed:	Licensee/Licensee Designee	<input type="checkbox"/>	
	Program Director	<input checked="" type="checkbox"/>	
	Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Three Classrooms in the child care hall of WISD building.  
 Approved Program Director: Eva-Marie Hatfield  
 Approved Central Administrator: Heidi McFadden  
 Approved Variances: None  
 Key Indicator Inspection: No

**III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

**Language for Full Inspection**

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.

-or-

**Language for Key Indicator Inspection**

This renewal inspection involved a review of applicable key indicator 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 some 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 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.**

Four Child information cards were missing information, such as allergy information.

**R 400.8143 Children's records.**

**(7) Physical evaluations must be updated as follows:  
(a) Yearly for infants and toddlers.**

One toddler was missing an updated physical.

**R 400.8164 Telephone service.**

**(3) Emergency phone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and 2 main cross streets, must be conspicuously posted in a place visible to staff.**

The emergency information posted did not include the two main cross streets.

A corrective action plan was requested and approved on 06/30/2022. 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

*Kimberly Brown*

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Kimberly Brown  
Licensing Consultant

Date