



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

June 7, 2022

Jennifer Danclovic  
My First Schoolhouse Inc  
2212 Hubbell  
Dearborn, MI 48128

RE: License #: DC820409956  
**Parkside Church**  
**17200 Outer Drive**  
**Dearborn Heights, MI 48127**

Dear Ms. Danclovic:

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 06/07/2022, I found three violation(s) listed below and explained in the attached report:

**R 400.8110(4)      Applicant; licensee; licensee designee; requirements.**  
**R 400.8143(1)      Children's records.**  
**R 400.8143(11)     Children's records.**

Due to the violations, you must send us a corrective action plan by 06/28/2022. 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.

<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>

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,



Selika Johnson, Licensing Consultant  
Bureau of Community and Health Systems  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(313) 938-5922

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC820409956
<b>Licensee Name:</b>	My First Schoolhouse Inc
<b>Licensee Address:</b>	2212 Hubbell Dearborn, MI 48128
<b>Licensee Telephone #:</b>	(313) 333-9466
<b>Licensee/Designee:</b>	Jennifer Danclovic, Designee
<b>Name of Facility:</b>	Parkside Church
<b>Facility Address:</b>	17200 Outer Drive Dearborn Heights, MI 48127
<b>Facility Telephone #:</b>	(313) 333-9466
<b>Original Issuance Date:</b>	12/07/2021
<b>Capacity:</b>	24
<b>Age Range:</b>	Ages 3 years 0 months Thru 7 years
<b>Program Components:</b>	PRESCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 06/07/2022  
 Date of Environmental Health Inspection: 11/01/2021  
 Date of Fire Safety Inspection: 09/30/2021  
 Date of Lead Hazard Risk Assessment, if applicable: 10/19/2021  
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	32	10
No. of staff employed	4	4
No. of volunteers	2	2
No. of children present at time of inspection	15	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	2	
No. of children interviewed/observed	15	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Preschool Room  
 Approved Program Director: Christina Baydoun  
 Approved Central Administrator: None  
 Approved Variances: None  
 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 400.8110                      Applicant; licensee; licensee designee; requirements.**

(4) There must be a licensing notebook on the premises that includes all licensing inspection and special investigation reports and related corrective action plans for the last 5 calendar years, and a summary sheet outlining the documents contained in the notebook. The notebook must be in a place accessible to parents and prospective parents at all times during the center's normal hours of operation.

The licensing notebook on the premise is incomplete. The licensing notebook summary sheet did not outline the documents that was in the licensing notebook.

**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.

10 of the 10 child information cards reviewed were incomplete. They were missing the following information: date admission, employer name, work phone, physician's name and phone number.

**R 400.8143                      Children's records.**

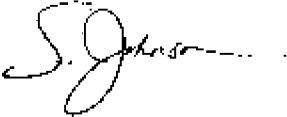
(11) A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.

The center attendance record did not include each child's arrival and departure time.

On 06/07/2022, I completed an on-site inspection at Parkside Church. I observed the caregivers interact appropriately with the children. The children participated in several activities (i.e., carpet time with songs, counting and ABC's). The children played with the magnet tiles, the table train and read books. They also worked on a Father's Day project and ate snack during the inspection. The center is equipped with a variety of developmentally appropriate equipment.

**IV. RECOMMENDATION**

Upon receipt of an acceptable correction action plan, I recommend issuance of a regular license to this child care center.



06/07/2022

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Selika Johnson  
Licensing Consultant

Date