



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

November 15, 2022

Brenda Gillett
306 N. William Street
Ludington, MI 49431

RE: License #: DG530374832
Gillett, Brenda
306 N. William St.
Ludington, MI 49431

Dear Ms. Gillett:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 11/14/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

When I arrived for the onsite inspection, Ms. Gillett was present with eleven child care children. Her child care staff member had just left the home to run an errand. I had Ms. Gillett call him and he immediately returned to the home. During the onsite inspection, I observed an infant resting in a safe sleep environment, children finishing lunch and engaging in free play, and an infant being fed a bottle. Both caregivers were attentive to the children's needs and are bonded to the children. I observed both caregivers engaging children in problem solving in a developmentally appropriate manner.

The violations that were found are:

R 400.1910

Ratio of personnel to children.

(1) The ratio of personnel to children present in the home at any 1 time must be not less than 1 member of the personnel to 6 children. The ratio must include all children in care who are not related to any personnel and any of the following children who are less than 6 years of age:

(a) Children of the licensee.

(b) Children of a child care staff member or child care assistant.

(c) Children related to any member of the household by blood, marriage, or adoption.

Ms. Gillett did not ensure that the ratio of child care children to personnel is never more than 6 children per 1 member of personnel. Ms. Gillett was present alone for a short period of time with 11 child care children.

On 11/14/2022, you gave us an acceptable written corrective action plan.

During the exit conference, technical assistance/consultation was provided regarding the following:

- I informed Ms. Gillett that bottles must be labeled with the child's first and last name.
- I reminded Ms. Gillett that the expectation is that child care children go outside daily, even when it is cold out.
- I confirmed for Ms. Gillett that she can change diapers on the floor as long as there are two nonabsorbent surfaces under the child.
- I reminded Ms. Gillett that she must write children's first date of admission on their child information cards.
- Ms. Gillett's fire drills currently take at least two-and-a-half minutes to complete. I requested that she work to get them under two minutes, at least.

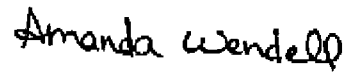
During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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

A handwritten signature in black ink that reads "Amanda Wendell". The signature is written in a cursive, slightly slanted style.

Amanda Wendell, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 492-5410