



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

October 25, 2022

Gretchen Hartwig  
3472 W. Bradford  
Bloomfield Township, MI 48301

RE: License #: DG630257408  
**Gretchen Elise Hartwig**  
**3472 W. Bradford**  
**Bloomfield Township, MI 48301**

Dear Ms. Hartwig:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your home on 10/20/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes.

At time on-site inspection I provided Ms. Hartwig and her staff with technical assistance regarding the following Child Care Homes Licensing Rules:

R400.1903(1)(e) Licensee responsibilities. Ms. Hartwig will document the dates and times when she is not present during child care hours.

R400.1907(1)(b)(2) Child's records. The child in care statements must have all required information completed and the child information cards and statements must be reviewed and updated annually or when information changes.

R400.1916(8) Bedding and sleep equipment. If infants rest wearing a sleep sack, it must be fitted appropriately for the size of the infant.

R400.1918(3) Medication; administrative; procedures. All topical medications such as diaper creams must be labeled with the child's first and last name.

R400.1924(1)(b)(i)(4) Hand washing. Personnel shall wash their hands and children's hands with soap and running water after diapering, infant's hands may be washed with a non-toxic wipe.

The violations that were found are:

**R 400.1907            Child's records.**

(1) Prior to a child's initial attendance, a licensee shall obtain the following documents:

(a) A completed child information card on a form provided by the department or a comparable substitute approved by the department.

Five of the twelve child information cards reviewed were missing information such as the date of admission, date of birth, and information if a child has allergies or special needs. Additionally, two siblings' information was written on the same card, each child must have their own information card.

**R 400.1924            Hand washing.**

(2) Personnel shall ensure that children wash their hands at all of the following times:

(a) Before and after meals, snacks, or food preparation experiences.

Before the children ate lunch, staff sprayed the children's hands with hand sanitizer. Staff did not ensure that the children washed their hands with soap and water before eating lunch.

Due to the violations, you must send us a corrective action plan by 11/14/2022. 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, there will be no change to your license status.

<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>

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,



Cheryl Amare, Licensing Consultant  
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(248) 860-0896