



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 6, 2021

Staci Dubuque
Alcona Cooperative Nursery
P O Box 55
Lincoln, MI 48742

RE: License #: DC010270525
Alcona Cooperative Nursery
116 S State Street
Harrisville, MI 48740

Dear Ms. Dubuque:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 12/06/2021. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

R 400.8110 Applicant; licensee; licensee designee; requirements.

(6) The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.

Ms. Dubuque has not been keeping attendance records for child care staff members including herself, child care aides, and volunteers.

R 400.8112 Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:
(f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee

designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

Ms. Dubuque has ten individuals in the center's comprehensive background check system that need to be disconnected and one individual that needs to be withdrawn.

R 400.8131 Professional development requirements.

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 month of the notice.

Ms. Dubuque did not complete the 2020 refresher course and had not completed the 2021 refresher course at the time of the inspection.

R 400.8131 Professional development requirements.

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

Ms. Dubuque has not completed training in prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

Technical assistance:

These topics are included in the MiRegistry health and safety training for licensed providers part 1.

R 400.8131 Professional development requirements.

(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete

prevention and control of infectious disease training, including immunizations.

Ms. Dubuque has not completed training in the prevention and control of infectious disease training, including immunizations.

Technical assistance:

These topics are included in the MiRegistry health and safety training for licensed providers part 1.

R 400.8131 Professional development requirements.

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

- (a) Administration of medication.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

Ms. Dubuque has not completed training in; administration of medication, prevention of and response to emergencies due to food and allergic reactions, building and physical premises safety, emergency preparedness and response planning, handling and storage of hazardous materials and appropriate disposal of bio-contaminants, precautions in transporting children, and child development.

Technical assistance:

These topics are included in the MiRegistry health and safety training for licensed providers part 1 and part 2.


Due to the violations identified in the report, **a written corrective action plan** is required. The corrective action plan is due 15 days from the date of this letter and 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.

The Department provides technical assistance to meet the licensing requirements and consultation to improve services.

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 (989) 732-8062.

Sincerely,



Jeannie Ellis, Licensing Consultant
Bureau of Community and Health Systems
Ste 3
931 S Otsego Ave
Gaylord, MI 49735
(989) 590-0191