



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

November 16, 2022

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:

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 10/25/2022, I found nine violations listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8110(5) Applicant; licensee; licensee designee; requirements.

- R 400.8131(11) Professional development requirements.

- R 400.8131(12) Professional development requirements.

- R 400.8131(5) Professional development requirements.

- R 400.8131(6) Professional development requirements.

- R 400.8143(1) Children's records.
- R 400.8143(11) Children's records.
- R 400.8143(6)(c) Children's records.
- R 400.8510(3) Plans and specifications; submission; approval; inspections.

Due to the violations, you must send us a corrective action plan by 11/06/22. 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.

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

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) 590-0191.

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

Sincerely,

Jeannie C. Ellis

Jeannie Ellis, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(989) 590-0191

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC010270525
Licensee Name:	Alcona Cooperative Nursery
Licensee Address:	116 S State St Harrisville, MI 48740
Licensee Telephone #:	(989) 724-6031
Licensee/Designee:	Staci Dubuque, Designee
Name of Facility:	Alcona Cooperative Nursery
Facility Address:	116 S State Street Harrisville, MI 48740
Facility Telephone #:	(989) 464-5206
Original Issuance Date:	10/11/2004
Capacity:	12
Age Range:	Ages 3 years 0 months Thru 5 years 11 months
Program Components:	PRESCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 10/25/2022
 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	12	10
No. of staff employed	2	2
No. of volunteers	20	10
No. of children present at time of inspection	11	
No. of staff present at time of inspection	1	
No. of volunteers present at time of inspection	1	
No. of children interviewed/observed	11	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The approved child use space includes the first classroom on the west side of the M-72 entrance.
 Approved Program Director: Ms. Staci Dubuque is the approved program director.
 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.

(5) The actual number and ages of children in care at any time must never exceed the number and ages of children for which the center is licensed.

On 10/25/2022 there was a younger child present at the center. The child's mother was the second caregiver in the room for the day.

Technical Assistance:

This issue has been discussed multiple times with Ms. Dubuque and cited multiple times over the years. The only children allowed to be present in the center are children who are enrolled in the center.

R 400.8131 Professional development requirements.

(11) Verification of all professional development required by this rule must be kept on file at the center or online at MiRegistry. Verification must be issued from the training organization or trainer and include the date of the course, the name of the training organization or trainer, the topic covered, and the number of clock hours. Training hours from MiRegistry also meet this rule.

Ms. Dubuque did not have verification on file for her 2020 and 2021 training hours.

Technical assistance:

Programs from conferences do not meet the requirements of proper training verification. This has been discussed with Ms. Dubuque multiple times and cited over the years.

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 has not completed any of the health and safety refresher courses from 2019, 2020, 2021, and 2022.

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 the required health and safety trainings which she was required to complete in 2018.

In addition, child care staff member Ms. Jennifer Schroeder has not completed the health and safety trainings.

Technical assistance:

This has been discussed with Ms. Dubuque and cited previously.

R 400.8131 Professional development requirements.

(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.
- (b) Health, safety, and nutrition.
- (c) Family and community collaboration.
- (d) Program management.
- (e) Teaching and learning.
- (f) Observation, documentation, and assessment.
- (g) Interactions and guidance.
- (h) Child care center administrative rules.

Ms. Dubuque has not completed the required health and safety trainings which she was required to complete in 2018.

In addition, child care staff member Ms. Jennifer Schroeder has not completed the health and safety trainings.

Technical assistance:

This has been discussed with Ms. Dubuque and cited previously.

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.

The child information records of 10 children were reviewed. One record only had the front side completed. Two were not signed and dated by the parents.

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 attendance record on 10/25/2022 listed seven children as present. I observed eleven children in care on 10/25/2022.

R 400.8143 Children's records.

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:

(c) For preschoolers, within the preceding 12 months.

The health forms of 10 children were reviewed. One child had the form signed and dated by a physician but the form was not completed. One child had only the first page of the form which was missing the information completed by the physician and the signature and date.

R 400.8510 Plans and specifications; submission; approval; inspections.

(3) A fire safety inspection shall be conducted by the bureau of fire services or a department-approved qualified fire inspector, and an approval granted, before issuance of the original license and every 4 years thereafter, at the time of renewal.

The last fire safety inspection was completed in 2017.

IV. RECOMMENDATION

Upon the receipt of an A rated fire safety inspection report and an acceptable corrective plan, I recommend the renewal of this child care center license (capacity 12).

Jeannie C. Ellis

November 16, 2022

Jeannie Ellis
Licensing Consultant

Date