



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

Amended Report

June 4, 2021

Richard Satterlee
Alba Public Schools
P.O. Box 10
Alba, MI 49611

RE: License #: DC050019061
Alba Public School Preschool
5935 Elm Street
Alba, MI 49611

Dear Mr. Satterlee:

This letter is to advise you that the 11/16/2020 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection Report, is approved. This letter has been amended to correct the date the corrective action plan was received.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8110(3)(c) Applicant; licensee; licensee designee; requirements.	There was no comprehensive background check notice posted on the parent board.	Licensee designee, Mr. Rich Satterlee posted the comprehensive background check on the parent board outside the preschool classroom.	10/28/2020

R 400.8110(4) Applicant; licensee; licensee designee; requirements.	The licensing notebook did not contain all of the required reports and corrective action plans from the past 5 years. The summary sheet had not been updated since 2016. The notebook was not accessible to parents.	Licensee designee, Mr. Satterlee gathered all licensing reports and corrective action plans and placed them on the licensing notebook along with the completed summary sheet.	10/28/2020
R 400.8110(6) Applicant; licensee; licensee designee; requirements.	Daily staff and volunteer arrival and departure times were not documented.	Lead caregiver, Ms. Paula Dixon will ensure all staff and volunteers document daily arrival and departure times using an attendance form located in a file folder in the classroom.	Immediately and ongoing daily
R 400.8112(2)(b) Comprehensive background check; fingerprinting.	Complete copies of signed Consent and Disclosure forms were not maintained for each individual entered into the child care background check (CCBC) system.	Mr. Satterlee and Ms. Dixon assured that all missing sections of Consent and Disclosure forms were completed by staff and unsupervised volunteers.	10/28/2020
R 400.8125(4) Staff; volunteer; requirements	The staff and volunteer supervision and screening policy did not include information about the supervision of volunteers, or a statement that individuals listed on the PSOR are prohibited from having contact with any child in care.	Mr. Satterlee and Ms. Dixon completed a staff and volunteer supervision/screening policy regarding PSOR checks and the supervision of volunteers that includes a statement that individuals listed on the PSOR are prohibited from having contact with any child in care.	10/28/2020
R 400.8131(3) Professional development requirements.	The licensee designees did not ensure that all child care staff members and unsupervised volunteers working directly with children were trained on shaken baby syndrome, abusive head trauma and	All staff and unsupervised volunteers completed training on shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.	10/20/2020, 10/26/2020, and by 11/30/2020

	child maltreatment, and recognition and reporting of child abuse and neglect before caring for children.		
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R 400.8131(4) Professional development requirements.	None of the staff had documentation of training on prevention and control of infectious disease training and immunizations as required.	All staff completed training on prevention and control of infectious disease training and immunizations.	10/20/2020, 10/26/2020, and by 11/30/2020
R 400.8131(5) Professional development requirements.	None of the staff members or unsupervised volunteers completed trainings on administration of medication, prevention/response to emergencies due to food/ allergic reactions, building/ physical premises safety, emergency prep/response planning, handling/ storage of hazardous materials/ appropriate disposal of bio-contaminants, precautions in transporting children, and child development.	All staff and unsupervised volunteers completed the required trainings outlined in the rule.	10/20/2020, 10/26/2020, and by 11/30/2020
R 400.8143(1) Children's records.	Child information cards were incomplete/missing required information.	Lead caregiver Ms. Dixon and licensee designee Ms. Sircely had parents complete missing information on child information cards.	11/13/2020
R 400.8143(11) Children's records.	Lead caregiver Ms. Dixon took attendance using PowerSchool which did not include children's arrival and departure times.	Attendance is now taken in a separate binder that includes child arrival and departure times.	10/28/2020
R 400.8146(2) Information provided to parents.	One child did not have the written documentation that their parent received the written information packet.	All children in attendance will have written documentation that their parent received the written documentation packet.	11/20/2020
R 400.8155(5)	The center did not have a written policy detailing when staff and volunteers	The licensee designee wrote a new policy that includes when staff and volunteers will be	11/04/2020

Child accidents and incidents; child and staff illness.	will be excluded from the center due to illness.	excluded from the center due to illness.	
R 400.8161(2)(b) Emergency procedures.	Written emergency procedures did not include a plan for safely moving children to a relocation site.	The licensee designee added the relocation site to emergency plans.	10/28/2020
R 400.8170(11) Outdoor play area.	The playground inspection report dated 08/19/2009 did not include the Arc climbing structure used by preschool age children.	A playground inspection was completed, and items found in violation will be fixed. Children will no longer use unapproved playground equipment.	11/11/2020 Spring 2021 Immediately and ongoing
R 400.8325(1) Sanitization.	Ms. Dixon did not sanitize the multi-use tables before lunch.	Lead caregiver Ms. Dixon will properly sanitize tables used for meals and snacks.	Daily and ongoing
R 400.8330(10) Food services and nutrition generally.	Breakfast and snack menus indicating what was served each day were not posted on the parent board in the hallway outside the preschool classroom.	Lead caregiver Ms. Dixon posted breakfast and snack menus were on the parent board.	10/28/2020 and ongoing

It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

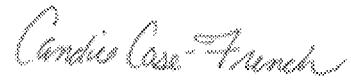
A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office 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, you may contact the local office at (231) 922-5309.

Sincerely,



Renee Libby, Licensing Consultant
Bureau of Community and Health Systems
701 S. Elmwood, Suite 11
Traverse City, MI 49684
(231) 357-3087



Candice Case-French
Area Manager