



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 12, 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 05/12/2021 corrective action plan you submitted, regarding each rule violation cited in the recently completed confirming letter/follow-up inspection report, is approved.

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](#).

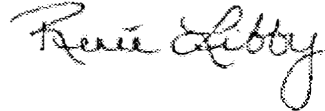
<b>Violation cited</b>	<b>Noncompliance observed</b>	<b>Plan to correct</b>	<b>Date to be completed</b>
R 400.8110(6) Applicant; licensee; licensee designee; requirements.	Ms. Dixon and ISD volunteer [REDACTED] did not sign in or out with arrival and departure times.	The licensee designee will ensure that all staff and classroom volunteers sign in and out with arrival and departure times.	Immediately 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,

A handwritten signature in cursive script that reads "Renee Libby".

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