



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 19, 2022

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 05/19/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study 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](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8110(9) Applicant; licensee; licensee designee; requirements.	Licensee designee Mr. Richard Satterlee did not notify the department within 5 business days of the separation of program director/licensee designee Ms. Susan Sircely.	The Licensee Designee and/or Program director will notify child care licensing within 5 business days of the separation of a program director or licensee designee and a plan for replacement of the individual if someone is not yet hired for the role.	Immediately and ongoing

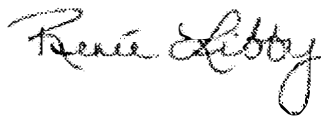
R 400.8112(2)(f) Comprehensive background check; fingerprinting.	Licensee designee Mr. Satterlee did not immediately disconnect each individual from the child care background check system once s/he was no longer a licensee designee or child care staff member.	Mrs. Sircely has been disconnected in the background check system effective by Licensee Designee Mr. Satterlee, as have any other individuals who were still listed as employees of the Alba Public School Preschool.	As of 05/1/2022
R 400.8143(3) Children's records.	One enrolled child did not have an immunization record of waiver on file as required.	Beginning immediately, and ongoing, Program Director (PD) Mrs. Dixon will be responsible to ensure immunizations, or a waiver is on file for each child at the time of their initial attendance in the future.	
R 400.8143(6)(c) Children's records.	Two children of five children enrolled did not have physical evaluations on file. One child's physical was missing the exam date.	PD Ms. Dixon will ensure that all preschool children have record of a completed physical evaluation on file no later than 30 days from the time of their initial attendance. Families who do not provide physical evaluation documentation at the initial home visit, or within the 30-day timeframe, will not be allowed to send their child to the program until the documentation is on file.	Immediately and ongoing at enrollment
R 400.8146(2) Information provided to parents.	Three of five children enrolled did not have written documentation that their parent received the information packet as required.	PD Mrs. Dixon will be responsible for gathering completed parent handbook agreement forms from each family at the time of the home visit prior to the start of the school year and they will be filed at this time.	Immediately and ongoing at enrollment

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
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 357-3087