



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 a follow-up to the on-site inspection conducted at your center on 04/12/2021. 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.

Licensee designee Mr. Satterlee did not ensure Ms. Dixon maintained accurate records detailing daily arrival and departure times for each child care staff member and volunteer. Neither Ms. Dixon nor ISD volunteer Ms. Melissa Dyste signed in or out with accurate arrival and departure times on 04/12/2021.

REPEAT VIOLATION ESTABLISHED
LSR Dated: 09/28/2020
Corrective Action Plan Dated: 11/16/2020

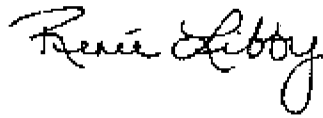
On 05/12/2021, you gave us an acceptable written corrective action plan.

You can find a copy of this confirming letter and any associated corrective action plans on our website under Statewide Search for Licensed Child Care Centers and Homes. A description of when confirming letters are completed can be found under Overview of Licensing Reports.

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 (231) 922-5309

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

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