



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 Department's findings regarding the interim inspection conducted at your center on 05/12/2021. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

As part of the renewal inspection, I observed children and lead caregiver Ms. Dixon during an unexpected fire drill and a small group activity. Ms. Dixon provided clear directions and maintained appropriate supervision of children during the fire drill. Children were actively engaged in the small group activity showing a great interest in the materials and the experience.

The violations that were found are:

R 400.8131 Professional development requirements.

(3) Before caring for children, all child care staff members and unsupervised volunteers who work directly with children shall be trained on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect.

Mr. Satterlee did not ensure that substitute child care staff member Ms. Reese completed trainings on shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect before working directly with children.

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

R 400.8131 Professional development requirements.

(4) Before unsupervised contact with children, all child care staff members who work directly with children shall complete prevention and control of infectious disease training, including immunizations.

Mr. Satterlee did not ensure that substitute child care staff member Ms. Reese completed trainings on prevention and control of infectious disease training, including immunizations before unsupervised contact with children.

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

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.

Mr. Satterlee did not ensure that substitute child care staff member Ms. Reese completed trainings on (a) through (g) of the rule as outlined above within 90 days of hire.

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.

During calendar year 2020	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

Technical Assistance and Consultation were provided on the following:

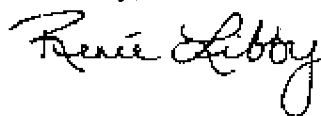
- Lead caregiver responsibilities during building evacuations including adding child information cards to a “grab-and-go” emergency backpack.
- Relocation site and parent contact methods for fire and tornado drills.
- Strategies for ensuring complete child information cards are obtained at the time of each child’s initial enrollment by having Ms. Dixon help families complete the cards during the initial pre-enrollment home visit.
- Making sure that parents initial and date the bottom of the child information card whenever information is updated or changed. *As a reminder, the only thing a staff member should add to a child information card is the child’s admission date.

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection 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,



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