



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 2, 2023

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 04/26/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the interim inspection, I observed indoor gross motor activities, a large group science exploration of seeds, bodily care routines, and transition to lunch. Lead caregiver Ms. Paula Dixon supported children's learning by facilitating developmentally appropriate, hands-on activities. She comforted children when they were upset, promoted pro-social behaviors, and used positive guidance techniques with children throughout the inspection period.

The violations that were found are:

**MCL 722.115n**      **Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.**

(1) Except as otherwise provided in subsection (13),... before a... child care center... allows an individual to become a child care staff member, the department shall do all of the following:  
(a) Review its database of individuals with previous disciplinary action within a child care center, group child care home, or family child care home or an adult foster care facility.

- (b) Conduct a search of the individual through the national sex offender registry.
- (c) Request a search of the individual through all state criminal registries or repositories for any states of residence in the past 5 years.
- (d) Request that the department of state police perform a criminal history check on the individual, child care staff member...

Licensee designee Mr. Richard Satterlee did not ensure that, prior to working with children, each child care staff member underwent a comprehensive background check through department's Child Care Background Check System (CCBC) as outlined in (a) – (d) above. Four individuals acted as child care staff members when they relieved Ms. Dixon for breaks. None of these individuals underwent a comprehensive background check as required by law.

**R 400.8125                      Staff; volunteer; requirements.**

- (5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:
  - (a) The individual is aware that abuse and neglect of children is against the law.
  - (b) The individual has been informed of the center's policies on child abuse and neglect.
  - (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Licensee designee Mr. Satterlee did not obtain a written statement signed and dated by staff and volunteers at the time of hiring or before volunteering indicating (a) through (c) above regarding child abuse/neglect and mandated reporting requirements. None of the 4 staff who acted as child care staff members had written child abuse/neglect/mandated reporting statements on file as required.

**R 400.8128                      Staff; volunteer; tuberculosis.**

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

Licensee designee Mr. Satterlee did not have pre-employment verification on file that each child care staff member was free from communicable TB, verified within 1

year before employment. None of the 4 staff acting as child care staff members had verification of negative TB test results on file at time of hire/before acting as a child care staff member.

**R 400.8131 Professional development requirements**

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.

Licensee designee Mr. Satterlee did not ensure that all personnel completed the Health and Safety Refresher published on MiRegistry within 6 months of the notice. Mr. Satterlee and Ms. Dixon did not complete the 2022 Health and Safety Refresher. Ms. Loper did not complete the 2021 Refresher.

**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.

Licensee designee Mr. Satterlee did not ensure that before caring for children, all child care staff members completed training on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect. None of the 4 staff members completed these trainings prior to caring for children.

**REPEAT VIOLATION ESTABLISHED**  
**Interim Inspection Report Dated: 05/12/2023**  
**Corrective Action Plan Dated: 05/12/2023**  
**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.

Licensee designee Mr. Satterlee did not ensure that before unsupervised contact with children, all child care staff members completed prevention and control of infectious disease training, including immunizations. None of the 4 staff members completed these trainings before unsupervised contact with children.

**REPEAT VIOLATION ESTABLISHED**

**Interim Inspection Report Dated: 05/12/2022**

**Corrective Action Plan Dated: 05/12/2022**

**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.

Licensee designee Mr. Satterlee did not ensure that all child care staff members completed the following trainings within 90 days of hire: Administration of medication, Prevention of and response to emergencies due to food and allergic reactions, Building and physical premises safety, Emergency preparedness and response planning, Handling and storage of hazardous materials and appropriate disposal of bio-contaminants, Precautions in transporting children, if applicable, Child development. None of the 4 staff members completed the required trainings within 90 days of acting as a child care staff member.

**REPEAT VIOLATION ESTABLISHED**

**Interim Inspection Report Dated: 05/12/2023**

**Corrective Action Plan Dated: 05/12/2023**

**LSR Dated: 09/28/2020**

**Corrective Action Plan Dated: 11/16/2020**

**R 400.8161            Emergency procedures.**

- (2) The written procedures must include all of the following:
- (b) A plan for safely moving children to a relocation site.

Licensee designee Mr. Satterlee did not ensure that written emergency procedures included a plan for safely moving children to a relocation site.

**REPEAT VIOLATION ESTABLISHED**

**LSR Dated: 09/28/2020**

**Corrective Action Plan Dated: 11/16/2020**

**R 400.8161            Emergency procedures.**

- (2) The written procedures must include all of the following:
- (e) A plan for contacting parents and reuniting families.

Licensee designee Mr. Satterlee did not ensure that emergency procedures included a plan for contacting parents and reuniting families.

**R 400.8325            Sanitization.**

- (1) All tableware, utensils, food contact surfaces, and food service equipment must be thoroughly washed, rinsed, and sanitized after each use. Multi-purpose tables must be thoroughly washed, rinsed, and sanitized before and after they are used for meals or snacks.

Licensee designee Mr. Satterlee did not ensure that multi-purpose tables were sanitized before and after they are used for meals or snacks. Tables were washed and rinsed; however the product being used to sanitize tables used for meals and snacks was a cleaner that did not meet the criteria for sanitizing.

**REPEAT VIOLATION ESTABLISHED**

**LSR Dated: 09/28/2020**

**Corrective Action Plan Dated: 11/16/2020**

**Technical Assistance and Consultation were provided on the following:**

- An individual whose activities involve the unsupervised care or supervision of children for a child care center is, by definition, a child care staff member.
- All child care staff members must have an orientation about the center's policies and practices and child care licensing's administrative rules before unsupervised contact with children.

- All child care staff members must have verification of infant, child, and adult CPR and First Aid training or certification within 90 days of hire.
- Reposting the handwashing sign in the boy's bathroom.
- Requirements for verification of homelessness were reviewed in relationship to health appraisals and immunization records.

Due to the violations, you must send us a corrective action plan by 5/22/2023. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, there will be no change to your license status. I recommend increased monitoring to include unannounced inspections.

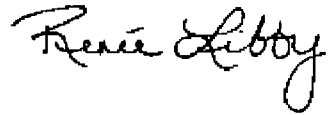
<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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, if applicable.

Sincerely,

A handwritten signature in black ink that reads "Renee Libby". The signature is written in a cursive style with a large, looped initial "R".

Renee Libby, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30837  
Lansing, MI 48909  
(231) 357-3087