



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 4, 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:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the renewal inspection on 04/13/2022, I found 5 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

R 400.8110(9)	Applicant; licensee; licensee designee; requirements.
R 400.8112(2)(f)	Comprehensive background check; fingerprinting.
R 400.8143(3)	Children's records.
R 400.8143(6)(c)	Children's records.
R 400.8146(2)	Information provided to parents.

Due to the violations, you must send us a corrective action plan by 05/24/2022. 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.

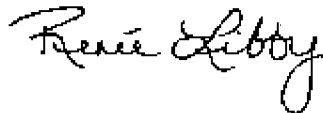
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2021:</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>

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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC050019061
<b>Licensee Name:</b>	Alba Public Schools
<b>Licensee Address:</b>	5935 Elm St Alba, MI 49611
<b>Licensee Telephone #:</b>	
<b>Licensee/Designee:</b>	Richard Satterlee, Designee
<b>Name of Facility:</b>	Alba Public School Preschool
<b>Facility Address:</b>	5935 Elm Street Alba, MI 49611
<b>Facility Telephone #:</b>	(231) 584-2000
<b>Original Issuance Date:</b>	
<b>Capacity:</b>	18
<b>Age Range:</b>	Ages 2 years 6 months Thru 6 years
<b>Program Components:</b>	GSRP PRESCHOOL FOOD SERVICE

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 04/13/2022  
 Date of Environmental Health Inspection: 02/11/2022  
 Date of Fire Safety Inspection: 01/26/2022  
 Date of Lead Hazard Risk Assessment, if applicable: 06/22/2018, 09/12/2017  
 Date of Documentation of Playground Compliance, if applicable: 11/11/2020

		No. of Records Reviewed
No. of children enrolled in care		5      5
No. of staff employed		2      2
No. of volunteers		2      2
No. of children present at time of inspection		4
No. of staff present at time of inspection		1
No. of volunteers present at time of inspection		1
No. of children interviewed/observed		4
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Classrooms #110, #121, #122, #123, Library, Cafeteria, and the Gym are approved for child use.  
 Approved Program Director: Ms. Paula Dixon is the approved program director.  
 Approved Central Administrator: None  
 Approved Variances: None  
 Key Indicator Inspection: No

**III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center’s records, including staff records and children’s records. Staff records include background checks and training information. Children’s records include child information cards, physical examination dates, and immunizations.

During the renewal inspection, I observed choice time, large group movement/music time, bodily care routines, and lunch. Ms. Dixon guided children through the routines of the classroom using supportive language and appropriate reminders about following classroom rules.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**R 400.8110            Applicant; licensee; licensee designee; requirements.**

(9) Within 5 business days, the licensee shall notify the department of the separation of a licensee designee, program director, or a central administrator approved under R 400.8113(12), and a plan for replacement of the individual.

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. Program director and licensee designee Ms. Sircely began working in a different school district in the fall of 2021. Mr. Satterlee did not notify child care licensing about her separation.

**R 400.8112            Comprehensive background check; fingerprinting.**

(2) An applicant or licensee shall do all of the following:  
(f) Immediately disconnect each individual from the system once he or she is no longer a licensee, licensee designee, child care staff member, child care aide, or an unsupervised volunteer under the license.

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. Mr. Satterlee did not disconnect Ms. Sircely from the license in the child care background check system when she was no longer a licensee designee/child care staff member.

**R 400.8143            Children's records.**

(3) For children under school-age, at the time of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center 1 of the following:  
(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).  
(b) A copy of a waiver addressed to DHHS and signed by the parent stating immunizations are not being administered due to religious, medical, or other reasons.

Licensee designee Mr. Satterlee and program director Ms. Paula Dixon did not obtain immunization records or the appropriate waiver at the time of each preschool child's initial enrollment. One enrolled child did not have an immunization record of waiver on file as required.

**REPEAT VIOLATION ESTABLISHED**  
**LSR Dated 10/03/2018**  
**Corrective Action Plan Dated 10/27/2018**

**R 400.8143 Children's records.**

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:

(c) For preschoolers, within the preceding 12 months.

Licensee designee Mr. Satterlee and program director Ms. Dixon did not obtain a record of physical evaluation within 30 days of each preschool child's initial attendance. Two children of five children enrolled did not have physical evaluations on file. One child's physical was missing the exam date.

**R 400.8146 Information provided to parents.**

(2) Written documentation that the parent received the written information packet, as required by subrule (1) of this rule, must be kept on file at the center.

Licensee designee Mr. Satterlee and program director Ms. Dixon did not ensure that written documentation that the parent received the written information packet, as required by subrule (1) of this rule, was kept on file at the center. Three of five children enrolled did not have written documentation that their parent received the information packet as required.

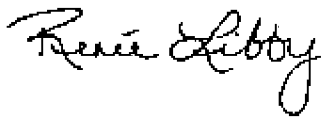
**REPEAT VIOLATION ESTABLISHED**  
**LSR Dated 09/28/2020**  
**Corrective Action Plan Dated 11/16/2020**  
**LSR Dated 10/03/2018**  
**Corrective Action Plan Dated 10/27/2018**

**Technical Assistance was provided on the following:**

- **First aid kit contents – adding scissors and tweezers to the first aid kit:**  
(aa) “First aid kit” means a kit containing, at a minimum, all of the following: sterile gauze pads, assorted sizes, a roll of gauze, adhesive bandages, assorted sizes, adhesive cloth tape, an elastic bandage, tweezers, and scissors. a first aid kit is prohibited from containing any non-prescription or prescription medications as described under R 400.8152.
- **When only one child care staff member is present, a plan must be made to ensure the person relieving him/her is background checked, cleared, and properly trained meeting the requirements of a child care staff member of unsupervised volunteer.**
- **Staff to child ratios for preschool children who are 4 years old is 1:12 with a maximum group size of 36.** Preschool children may not mix in with older children outside on the playground or in other classrooms unless a ratio of 1:12 is always maintained. If 3 staff members are present, then the maximum group size when mixing together is 36.
- As a reminder, all volunteers (including Mr. Dewey) must sign in and out with arrival and departure times.

**IV. RECOMMENDATION**

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.



05/04/2022

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Renee Libby  
Licensing Consultant

Date