



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

Michelle Richard  
DIRECTOR

**THIS REPORT CONTAINS QUOTED PROFANITY AND/OR SEXUALLY EXPLICIT LANGUAGE**

2/12/2024

Richard Satterlee  
Alba Public Schools  
P.O. Box 10,  
Alba, MI, 49611

License Number: DC050019061  
Special Investigation Number: SI-00118207

Dear Richard Satterlee,

I conducted a special investigation because the child care licensing division received a complaint against your facility that related to licensing rules or law. The allegations were related to the following:

Rule/Law Number	Rule Description
MCL 722.115p(1)	Child care organization; presence of certain individuals prohibited; conditions; contact by certain individuals prohibited; conditions; documentation that individual not named in central registry; policy regarding supervision of volunteers; children's camps or campsites.
R 400.8125(1)	All staff and volunteers shall provide appropriate care and supervision of children at all times.
R 400.8125(5)(a)	The individual is aware that abuse and neglect of children is against the law.
R 400.8125(5)(b)	The individual has been informed of the center's policies on child abuse and neglect.
R 400.8125(5)(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.
R 400.8128(1)	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.
R 400.8131(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.
R 400.8143(11)	A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.
R 400.8158(2)(a)	A child is lost or left unsupervised.
R 400.8158(4)	A licensee, licensee designee, or program director shall submit a written report to the department of the occurrences outlined in subrules (1), (2), and (3) of this rule, in a format provided by the department, within 72 hours of the verbal report to the department.

The details of the allegations are in the attached report. To investigate the allegations:

- I interviewed: licensee designee, program director, child care staff members, witnesses, and parent.
- I completed on-site inspections on the following dates: 1/30/2024 and 02/06/2024.

As a result of this investigation, I found the following violation(s):

Rule/Law Number	Rule Description
MCL 722.115p(1)	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.

R 400.8110(1)(c)	The licensee or licensee designee shall do all of the following: (c) Be responsible for compliance with the act and these rules.
R 400.8110(2)	The applicant, licensee, and licensee designee shall have the administrative capability to operate the center in order to provide the services and facilities that are conducive to the welfare of children.
R 400.8110(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.
R 400.8110(7)	A child shall only be released to persons authorized by the child's parent or guardian.
R 400.8113(3)(a)	Developing, implementing, and evaluating program and center policies.
R 400.8113(3)(b)	Administering day-to-day operations, including being available to address parent, child, and staff issues.
R 400.8113(3)(c)	Monitoring staff, including annual evaluations.
R 400.8125(1)	All staff and volunteers shall provide appropriate care and supervision of children at all times.
R 400.8125(3)	All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center.
R 400.8125(5)(a)	The individual is aware that abuse and neglect of children is against the law.
R 400.8125(5)(b)	The individual has been informed of the center's policies on child abuse and neglect.
R 400.8125(5)(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.
R 400.8128(1)	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.
R 400.8131(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.
R 400.8143(2)	Child information cards must be reviewed and updated by parents at least annually and when the center becomes aware of changes.
R 400.8143(11)	A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.
R 400.8152(6)	A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.
R 400.8158(2)(a)	A child is lost or left unsupervised.
R 400.8158(4)	A licensee, licensee designee, or program director shall submit a written report to the department of the occurrences outlined in subrules (1), (2), and (3) of this rule, in a format provided by the department, within 72 hours of the verbal report to the department.
R 400.8161(2)(h)	The written procedures must include all of the following: (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

<b>During this special investigation:</b>	<b>Yes</b>	<b>No</b>
A rule or law violation was found and a serious injury or death occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A rule or law violation was found and abuse and/or neglect of a child occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This report and any related corrective action plans must be filed in your licensing notebook. This report and any related corrective action plans will be online for parents to review under the [Statewide Search for Licensed Child Care Centers and Homes](#).

Please review this report for accuracy and contact your consultant, Codie Mayhew at 231-342-5006 or mayhewc@michigan.gov. In the event that Codie Mayhew is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in blue ink that reads "Codie Mayhew". The signature is written in a cursive style with a blue ink color.

Codie Mayhew, Licensing Consultant

Enclosure

**MICHIGAN DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
CHILD CARE LICENSING**

**Report Type:** Special Investigation Report

**Date of Report:** 2/8/2024

<b>Special Investigation Number</b>	<b>Complaint/Incident Receipt Date</b>
SI-00118207	1/26/2024
<b>Investigation Initiation Date</b>	<b>Report Due Date</b>
1/30/2024	03/30/2024
<b>License Number</b>	<b>Licensee Name(s)</b>
DC050019061	Alba Public Schools
<b>Facility Name</b>	<b>Licensee Designee(s)</b>
Alba Public School Preschool	Richard Sprague Satterlee
<b>Program Type</b>	<b>Central Administrator(s)</b>
Center	
<b>Capacity</b>	<b>Program Director(s) Name</b>
18	Paula Jean Dixon <b>Qualifications:</b> <b>Date PD Approved:</b>
<b>Facility Address</b>	<b>Mailing Address</b>
5935 Elm Street, Alba, MI, 49611	P.O. Box 10, Alba, MI, 49611
<b>Facility Phone Number</b>	<b>Facility Email Address</b>
2315842000	rsatterlee@albaschool.org
<b>Original License Issuance Date</b>	<b>License Status:</b>
	Regular
<b>License Effective Date:</b>	<b>License Expiration Date:</b>
4/16/2022	4/15/2024

**ALLEGATION(S)**

	<b>Violation Established?</b>	
Child care staff member (CCSM) 1 is working at the center without having completed a comprehensive background check through the Child Care Background Check (CCBC) system, having TB test results on file, and without having the required trainings.	Yes	
Child B (4-year-old, male) leaves the preschool classroom multiple times in a day without adult supervision. On 02/05/2024, Child B came into Witness 2's classroom on four occasions unsupervised. Program director Paula Dixon does not always know where Child B is at when Child B leaves the classroom. In the fall of 2023, the school conducted a fire drill. Program director Paula Dixon was not aware of where Child B was located in the school during the fire drill. Child B's Mother	Yes	

happened to see Child B hiding under a table in the library during the fire drill when evacuating classroom. Child B has sensory issues and negatively reacts to the fire alarm. It is unknown if the center has a plan to address Child B's sensory issues.		
Additional Findings:	Yes	

## METHODOLOGY

Date	Activity
1/30/2024	Special Investigation Case Created SI-00118207
1/30/2024	Special Investigation Initiated via On-site I conducted an unannounced onsite inspection at Alba Public School Preschool where I interviewed licensee designee Richard Satterlee, CCSM 1, program director Paula Dixon, and Witness 1 from 11 AM to 11:55 AM.
1/30/2024	Additional Information I conducted a review of Alba Public School Preschool's Child Care Background Check system.
2/5/2024	Contact – Phone Call Made Child C's Mother
2/5/2024	Contact – Phone Call Made I attempted to call CCSM 2. I was unable to leave a message. The phone number was no longer in service.
2/5/2024	Contact – Phone Call Made I left a message for Child A's Mother.
2/5/2024	Contact – Phone Call Received I interviewed program director Paula Dixon.
2/5/2024	Contact – Phone Call Made I left a message for Child D's Mother.
2/5/2024	Contact – Phone Call Made Child F's Father
2/5/2024	Contact – Phone Call Made Child D's Mother
2/5/2024	Contact – Phone Call Made I left a message for program director Paula Dixon.
2/5/2024	Contact – Phone Call Made Child E's Mother
2/5/2024	Contact – Phone Call Received Child A's Mother
2/5/2024	Contact – Phone Call Made I left a message for Child G's Mother.

2/5/2024	Contact – Phone Call Made Child B's Mother
2/6/2024	Inspection Completed On-Site Licensing consultant Renee Libby and I conducted an onsite inspection at Alba Public School Preschool from 09:05 AM to 10:25 AM where we interviewed program director Paula Dixon, Witness 1, and Witness 3.
2/6/2024	Contact – Phone Call Made Witness 6
2/6/2024	Contact – Document Received I received an email from program director Paula Dixon.
2/6/2024	Contact – Phone Call Made I left a message for Witness 5.
02/07/2024	Contact – Phone Call Made CCSM 2
02/07/2024	Exit Conference Licensee Designee Richard Satterlee
02/07/2024	Contact – Document Received Signed statement to cease operations from licensee designee Richard Satterlee
02/08/2024	Contact – Phone Call Received Witness 7

**ALLEGATION: Child care staff member (CCSM) 1 is working at the center without having completed a comprehensive background check through the Child Care Background Check (CCBC) system, having TB test results on file, and without having the required trainings.**

**INVESTIGATION:** On 01/30/2024, I conducted a review of Alba Public School Preschool's Child Care Background Check system. There are only three individuals connected to their profile on the CCBC: licensee designee Richard Satterlee, CCSM 2, and program director Paula Dixon. CCSM 1 is not listed as a connected or disconnected member.

On 01/30/2024, I conducted an unannounced onsite inspection at Alba Public School Preschool. Upon arrival, an office administrator directed me to the cafeteria so I could speak to licensee designee Richard Satterlee. In the cafeteria, I observed Richard Satterlee serving lunch. I lined up at the end of the lunch line to speak to him. We walked back to his office after he had completed serving lunch. I informed him that I was at the center due to a new investigation and informed him of the details. He stated that CCSM 1 has been working at the center since Christmas break without having completed a comprehensive background check through the Child Care Background Check (CCBC) system. He inquired about the complainant source which I informed him is confidential. I asked if I could see CCSM 1's file. He provided CCSM 1's file and I

reviewed it in the office. I found that CCSM 1 did not have consent and disclosure form signed, a signed abuse and neglect statement, or TB test results on file. CCSM 1 had completed training on blood borne pathogens on 01/07/2024 through Michigan Virtual.

Richard Satterlee took me to the preschool classroom. The preschool children and program director Paula Dixon were not present upon our arrival. While in the classroom I attempted to locate child files, but I was unsuccessful. I did take pictures of staff attendance and found that CCSM 1 had been working at the center since 11/14/2023. Since we could not locate the child files in the preschool classroom, I asked if he could take me to where the preschool classroom was in the school. I followed him to a room located off the school's library. The preschool children were in this room riding bikes with CCSM 1 and program director Paula Dixon. There were five children present. Richard Satterlee left me in the room with the preschool classroom.

I first met with CCSM 1 in the hallway. CCSM 1 has been working at the center since 11/14/2023. CCSM 1 has not had a comprehensive background check through the Child Care Background Check (CCBC) system. She had been informed that this was needed by program director Paula Dixon, but she is unsure why she has not been scheduled for fingerprints yet. She was also unsure of who was responsible for doing this since she has never worked in a child care center before. CCSM 1 completed a training, but she was not sure which training that was upon being hired at the center. I looked her up in the MiRegistry and found that she had an account in her name, but she had not completed the MiRegistry Health and Safety Module A. CCSM 1 has an appointment today with her physician so she is hoping she will obtain TB test results today for her file. CCSM 1 did complete a background check and fingerprints through the Antrim County Sheriff's Department. She reported that she has not been left unsupervised with the preschool classroom and denied knowing or witnessing any other staff working in the preschool classroom other than program director Paula Dixon. At this time, the preschool classroom was transitioning back to their classroom.

I proceeded to the preschool classroom where I observed the classroom transitioning to lunch. Program director Paula Dixon provided the child files and child information cards. I took pictures of the child information cards. Currently, the center has seven enrolled children. I informed program director Paula Dixon that I would contact her outside of work to discuss the investigation. I informed her that CCSM 1 has not completed a comprehensive background check and she has not been deemed eligible to work as child care staff member. I directed program director Paula Dixon to have CCSM 1 complete the MiRegistry Health and Safety Module A right away and obtain all missing needed documentation. I informed her that I will assist her with coming into compliance with licensing rules, but the center cannot have individuals working as child care staff members without meeting all the requirements. Upon leaving the center, I went back into the office. The office administrator reported that Richard Satterlee was assisting in the cafeteria again, so I left my business card for him in the office.

On 02/05/2024, I interviewed program director Paula Dixon. CCSM 1 has been working at the child care since November 2023. This is the first time she has had a new hire, so

this is a new experience for her. CCSM 1 has been working at the school, but she is no longer working in the child care. program director Paula Dixon does not have a number for CCSM 2 but is going to reach out to CCSM 2 online and give CCSM 2 my contact information.

On 02/05/2024, I interviewed Child A's Mother, Child C's Mother, Child D's Mother, Child E's Mother, and Child F's Father. They denied having any concerns with care and supervision at the center, they denied their children ever being seriously injured at the center, and they denied having any concerns with child care staff members at the center. They all denied their children being able to leave the classroom unattended or staff not knowing where their children are at when in attendance at the center.

On 02/05/2024, I left a message for Child G's Mother.

On 02/07/2024, I interviewed CCSM 2. She confirmed that she has not worked at the child care center as a substitute or in any capacity.

**RULE/STATUTORY VIOLATIONS:**

APPLICABLE RULES	
MCL 722.115p(1)	<b>Child care organization; presence of certain individuals prohibited; conditions; contact by certain individuals prohibited; conditions; documentation that individual not named in central registry; policy regarding supervision of volunteers; children's camps or campsites.</b>
ANALYSIS:	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. Interviews with the licensee designee Richard Satterlee, CCSM 1, and CCSM 3 confirmed that CCSM 1 has been working at the center since 11/14/2023 without having completed a comprehensive background check as required by law.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED Cited under MCL 722.115(n)(1) Interim Report dated: 05/02/2023 Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8125(5)(a)	

	The individual is aware that abuse and neglect of children is against the law.
ANALYSIS:	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. During the investigation, I found that CCSM 1 did not have a written child abuse/neglect/mandated reporting statements on file as required.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Report dated: 05/02/2023</b> <b>Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8125(5)(b)	The individual has been informed of the center's policies on child abuse and neglect.
ANALYSIS:	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. During the investigation, I found that CCSM 1 did not have a written child abuse/neglect/mandated reporting statements on file as required.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Report dated: 05/02/2023</b> <b>Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8125(5)(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.
ANALYSIS:	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. During the investigation, I found that CCSM 1 did

	not have a written child abuse/neglect/mandated reporting statements on file as required.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Report dated: 05/02/2023</b> <b>Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8128(1)	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.
ANALYSIS:	Licensee designee Richard 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. During the investigation, I found that CCSM 1 did not have verification of negative TB test results on file at the time of hire/before acting as a child care staff member.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Report dated: 05/02/2023</b> <b>Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8131(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.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that all child care staff members and unsupervised volunteers working directly with children were trained on shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect before caring for children. During the investigation, it was found that CCSM 1 had been working at the center since 11/14/2023 without completing the required MiRegistry Health and Safety trainings or equivalent trainings.

CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Inspection Report Dated: 05/12/2021 and 05/02/2023</b> <b>Corrective Action Plan Dated: 05/12/2021 and 05/02/2023</b> <b>LSR Dated: 09/28/2020</b> <b>Corrective Action Plan Dated: 11/16/2020</b>
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**ALLEGATION:** Child B (4-year-old, male) leaves the preschool classroom multiple times in a day without adult supervision. On 02/05/2024, Child B came into Witness 2’s classroom on four occasions unsupervised. Program director Paula Dixon does not always know where Child B is at when Child B leaves the classroom. In the fall of 2023, the school conducted a fire drill. Program director Paula Dixon was not aware of where Child B was located in the school during the fire drill. Child B’s Mother happened to see Child B hiding under a table in the library during the fire drill when evacuating classroom. Child B has sensory issues and negatively reacts to the fire alarm. It is unknown if the center has a plan to address Child B’s sensory issues.

**INVESTIGATION:** On 02/05/2024, I interviewed Witness 2. She has concerns with care and supervision at the center. Child B (4-year-old, male) will wander out of class because he does not like to engage in free play all day in the preschool classroom. Child care staff members are aware of Child B leaving the classroom and staff do not prevent him from leaving. Child B is known to roam unsupervised around the elementary school, middle school, and high school areas. He will also go into different classrooms for extended periods of time. Child B’s Mother will go into the preschool classroom multiple times in a day and Child B will not be in the classroom. When this happens, program director Paula Dixon will report that she does not know where Child B is located in the school. Child B is required to have a hall pass when he leaves the classroom. That is the only requirement to Child B leaving the preschool classroom on his own. On 02/05/2024, Child B came into Witness 2’s classroom on four occasions unsupervised.

In the fall of 2023, the school conducted a fire drill. Program director Paula Dixon was not aware of where Child B was in the school. Child B’s Mother located Child B hiding under a table in the library during the fire drill while evacuating her classroom. The preschool classroom had evacuated outside when Child B was found in the library. It should be noted that Child B has sensory issues and negatively reacts to the sound of the alarm. Last November, Child B’s Mother had a meeting with Witness 6, program director Paula Dixon, Witness 5, and licensee designee Richard Satterlee to discuss Child B leaving the preschool classroom unsupervised. Program director Paula Dixon reported during this meeting that Child B had left the classroom 30 times in one day. Licensee designee Richard Satterlee is aware of Child B leaving the preschool

classroom and roaming the school on his own. She plans to go to the school board with these concerns.

On 02/05/2024 and 02/06/2024, I interviewed Child B's Mother. She reported that she works at the school. She is aware that Child B has been leaving the preschool classroom, and this has been a concern for her. There are times when she goes to the preschool classroom and program director Paula Dixon does not know where Child B went to. Child B has reported to her that he is bored in the preschool classroom, and he wants to attend normal ISD classes. She confirmed that she talked to licensee designee Richard Satterlee, program director Paula Dixon, Witness 5, and Witness 6 about Child B leaving class unattended last fall. Child B's Mother confirmed that either in September or October 2023, she found Child B hiding under a table in the library during a fire drill. The preschool classroom had already evacuated outside. She did speak to Witness 7 who informed her that she needs to report this to licensee designee Richard Satterlee, so it is addressed. She did not address this with program director Paula Dixon or the licensee designee Richard Satterlee because she is nonconfrontational and she did not want anyone to get in trouble. She has concerns over there being an actual emergency and preschool staff not knowing where Child B can be located. She finds the preschool classroom to be "chaotic" due to a lack of structured free play and lesson planning which is why Child B also does not like being in the classroom.

On 02/08/2024, I interviewed Witness 7. Witness 7 confirmed that Child B's Mother had reported to him sometime in the fall that she had located Child B hiding under a table during a fire drill. He does not believe Child B's Mother because he conducts a walkthrough of the school during a fire drill with licensee designee Richard Satterlee and one of them would have noticed Child B under a table in the library. I reported Child B's Mother locating Child B during the fire drill and she brought Child B with her classroom while evacuating the building so Child B was likely not in the library when they completed the walk through for the fire drill. He still does not believe that Child B was found under a table in the library during a fire drill.

On 02/06/2024, licensing consultant Renee Libby and I conducted an onsite inspection at Alba Public School Preschool from 09:05 AM to 10:25 AM. Upon arrival, we went to the school office. There we were informed that licensee designee Richard Satterlee was on leave for the day. We then headed to the preschool classroom. Upon arrival to the preschool classroom, program director Paula Dixon reported having six children but only five children were present in the classroom. Within five minutes of us arriving to the classroom, Child B arrived back to the preschool classroom while carrying a hall pass. We did not observe an adult with Child B upon his arrival. I asked program director Paula Dixon if Child B had been brought back to the preschool classroom with an adult. She responded that Child B was likely brought back to class by Child B's Mother. Program director Paula Dixon clarified that at every hour, Child B leaves the classroom because he will not listen to her or stay in the classroom. I discussed the allegations that children are leaving the classroom at will and are roaming the hallways unsupervised. Program director Paula Dixon stated that this has only been occurring with Child B. Child B "comes and goes as he pleases." Child B will go over to the middle

and high school side of the school unsupervised. Program director Paula Dixon has met with ISD staff to discuss ways to keep Child B from leaving the classroom daily. She confirmed that Child B is not signed out of the preschool classroom each day when he leaves.

Program director Paula Dixon met with licensee designee Richard Satterlee, Child B's Mother, Witness 4, and Witness 6 last fall (2023) to discuss Child B leaving the classroom repeatedly each day. Program director Paula Dixon discussed during this case study meeting that Child B can take walks each hour. When Child B leaves the classroom, program director Paula Dixon just assumes Child B's Mother is outside in the hallway to get him, but there are times when she believes that Child B leaves and roams the hallways each day unsupervised. Since Child B leaves the preschool classroom unsupervised, program director Paula Dixon does not exactly know what Child B is doing or where he is going once he leaves. Program director Paula Dixon had mentioned that sometimes Child B goes to the cafeteria when he leaves the preschool classroom to work with Witness 3. While speaking to program director Paula Dixon, Child B walked out of the classroom at 9:23 AM. Program director Paula Dixon told Child B not to leave but he did anyways. She did not go after him. Renee Libby asked program director Paula Dixon if Child B walked out of the classroom and she stated, "yes, I told him [Child B] three times not to leave." Program director Paula Dixon remained in the classroom with the other students, and she never attempted to notify an adult in the school that Child B had left the classroom. Renee Libby went to find Child B. Renee Libby found that Child B had left the classroom and went to his mother's classroom. Child B's Mother had been standing at the door of her classroom located adjacent to the preschool classroom down some stairs towards the library. Child B's Mother had not come to the preschool classroom to get Child B and he had left the room on his own accord.

While Renee Libby went to locate Child B, I inquired about whether Child B had any sensory issues or diagnoses. Program director Paula Dixon was not aware of any diagnoses or sensory issues with Child B, but Child B's Mother has reported that Child B does have some sensory issues. I asked for a copy of her fire drills and discussed why I am inquiring about sensory issues with Child B. I informed her that Child B was found hiding under a table in the library sometime in the fall of 2023 during a fire drill while the preschool classroom had already evacuated outside. Program director Paula Dixon was not aware that Child B had been found hiding under a table in the library during a fire drill. She reported, "when he [Child B] is not in the classroom, he is with his mother." I informed program director Paula Dixon that she believes Child B roams unsupervised in the school sometimes going to the middle and high school sections of the school unattended. Child care staff members have no way of knowing where Child B goes or whether he stays on school property when he leaves the classroom unsupervised. I reviewed Child B's file. In the file, I found documentation from program

director Paula Dixon showing Child B had left the classroom 10 times on 10/25/2023 for a total of 42 minutes.

Renee Libby and I went to the cafeteria and returned to the preschool classroom at 10:12 AM. We observed program director Paula Dixon and four preschool children gathered at the open exit door of the classroom. One child was playing independently in the room while CCSM 1 spoke with her husband who had come to drop her phone off to her. Child B was not present in the classroom. When questioned about Child B's whereabouts, CCSM 1 stated that he, "just ran off." She yelled and told him not to go, but he went out the door leading to the hallway without permission. At approximately 10:13 AM, Renee Libby and I observed Child B standing at one of the tables in the library area. One other child was present in the library at the time; however, no adults were present in the area. I asked Child B if we could go back to the class, and I would allow him to select an activity to do. Child B agreed and we walked back to the classroom. In the classroom, Child B asked to do homework. Child B had a workbook where he can trace letters. I set him up at a table and we both worked together on the workbook for a minute. Renee Libby discussed with Child B that he needs to remain in the classroom unless he is signed out by an adult. Renee Libby inquired whether staff at the school have walkie talkies which could be used to communicate with school staff when Child B leaves the classroom. Program director Paula Dixon reported that she did not have access to walkie talkies at the school.

On 02/06/2024, I interviewed Witness 6. Witness 6 goes to the school once a month. She did have a case study meeting regarding Child B leaving the classroom with licensee designee Richard Satterlee, Child B's Mother, program director Paula Dixon, and Witness 5 on 11/10/2023. During the meeting, they established that Child B would be allowed to go on planned visits with Child B's Mother each day and supervised walks with licensee designee Richard Satterlee. Child B would also be given jobs to do to assist with transitions like helping in the cafeteria. They did identify some sensory concerns with Child B and Child B was to wear a chewing necklace along with carrying a hall pass when he was on planned visits with his mother or supervised walks with Richard Satterlee. She was not aware that Child B was leaving the classroom without adult supervision. She was also not aware of Child B being left inside the school during a fire drill either. She has not heard from program director Paula Dixon, so she did not think there were still ongoing issues with Child B leaving the classroom unsupervised. She acknowledged that the center was having issues with implementing the plan they created at the 11/10/2023 meeting. She finds it concerning that Child B has been allowed to leave the preschool classroom unsupervised since the school does not have a secure entrance, meaning any individual can walk into the school without having to be let in by school staff.

On 02/06/2024, I received an email from program director Paula Dixon stating the following: "I didn't think to share this with you when you were here today, but it might help Child B's wandering make more sense. Child B has been coming to the school since he was a baby. He has an older brother. Last year is when Mom started working at the school, and Child B came with her instead of being in child care most of the time.

He has a lot of freedom and is completely comfortable in the school. He knows most adults and many of the elementary children. This year, he often comes to work with her on Fridays when we don't have preschool. Again, he has a lot of freedom. Going from being able to come and go as he pleases to "we stay in our classroom; we stay with our teacher, we stay together" doesn't make a lot of sense to him. Obviously, that doesn't change the expectations, but I thought it might help you understand the situation a little better."

**RULE/STATUTORY VIOLATIONS:**

APPLICABLE RULES	
R 400.8125(1)	All staff and volunteers shall provide appropriate care and supervision of children at all times.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that all staff and volunteers provided appropriate care and supervision of children at all times. Interviews with staff, witnesses, and Child B's Mother indicated that Child B leaves the classroom daily unsupervised. Child B's whereabouts when he leaves the classroom are not always known. On 02/06/2024, program director Paula Dixon made no attempt to locate Child B both times he left the classroom unsupervised. On one occasion in the fall of 2023, Child B was found hiding under a table in the library during a fire drill when the preschool classroom had already evacuated the building.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>

APPLICABLE RULES	
R 400.8143(11)	A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that the center maintained accurate records of each child's first and last name and each child's arrival and departure time. On 02/06/2024, program director Paula Dixon confirmed that Child B is not signed out of the classroom when he leaves with his mother or on his own accord.

CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>LSR dated: 09/28/2020</b> <b>Corrective Action Plan dated: 11/16/2020</b>
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APPLICABLE RULES	
R 400.8158(2)(a)	A child is lost or left unsupervised.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that the licensee designee or program director reported to the child's parents and the department, directly or via phone, fax, or email, within 24 hours of the occurrence of a child lost or left unsupervised. Interviews with child care staff members, witnesses, and Child B's Mother indicate that Child B is left unsupervised or whereabouts are unknown multiple times each day with none of these incidents being reported to Child B's Mother and the Child Care Licensing Bureau.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>

APPLICABLE RULES	
R 400.8158(4)	A licensee, licensee designee, or program director shall submit a written report to the department of the occurrences outlined in subrules (1), (2), and (3) of this rule, in a format provided by the department, within 72 hours of the verbal report to the department.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure to submit a written report to the department of the occurrences outlined in subrules (1), (2), and (3) of this rule, in a format provided by the department, within 72 hours of the verbal report to the department. Interviews with child care staff members, witnesses, and Child B's Mother indicate that Child B is left unsupervised or whereabouts are unknown multiple times each day without a written report being sent to the Child Care Licensing Bureau.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>

**ADDITIONAL FINDING:**

**INVESTIGATION:** On 01/30/2024, I interviewed CCSM 1. I inquired about bathroom breaks and how those are coordinated so she is not left unattended with the children in the preschool classroom. CCSM 1 identified that Witness 1 comes into the preschool classroom each morning to allow program director Paula Dixon a bathroom break.

On 01/30/2024, I conducted an unannounced onsite inspection at Alba Public School Preschool where I interviewed Witness 1. Witness 1 confirmed that she goes into the preschool classroom each day around 10 AM to give CCSM 3 a bathroom break. She does not give program director Paula Dixon a bathroom break in the afternoon because she teaches in the afternoon. I informed her that she is not connected on the Child Care Background Check (CCBC) system for the center so she should not be caring for the preschool children. Witness 1 has worked for two other licensed child care centers in the past and she has a ZA endorsement for early childhood. I informed her that she needs to meet all the requirements of a child care staff member if she is being used each day to maintain ratios to give program director Paula Dixon a bathroom break. After meeting with Witness 1 I briefly talked to program director Paula Dixon. I informed program director Paula Dixon that I would contact her outside of work to discuss the investigation. I informed her that Witness 1 has not completed a comprehensive background check and she has not been deemed eligible to work as child care staff member. I informed her that I will assist her with coming into compliance with licensing rules, but the center cannot have individuals working as child care staff members without meeting all the requirements.

On 02/05/2024, I interviewed program director Paula Dixon. I inquired how she is getting bathroom breaks right now. She stated that Witness 1 provides bathroom breaks for her each day. I informed her that Witness 1 has not had a comprehensive background check through the Child Care Background Check (CCBC) system, and she has not completed all the child care staff member requirements.

On 02/06/2024, licensing consultant Renee Libby and I conducted an onsite inspection at Alba Public School Preschool where we interviewed program director Paula Dixon, Witness 1, and Witness 3. I inquired about how program director Paula Dixon has bathroom breaks. She reported that Witness 1 has been coming into the classroom to relieve her so she can use the bathroom. I discussed again that Witness 1 has not completed a comprehensive background check through the Child Care Background Check (CCBC) system, and she has not completed all the child care staff member requirements. Program director Paula Dixon does have Witness 1 sign in and out of the classroom. I took pictures of the supervised volunteer attendance record. Renee Libby and I left the preschool classroom and went to the cafeteria to speak with Witness 3.

When we arrived at the cafeteria, Witness 1 was present with Witness 3. I asked Witness 1 if she was giving bathroom breaks to program director Paula Dixon. Witness 1 stated that she knows that she is not supposed to give program director Paula Dixon bathroom breaks since she is not a child care staff member, but program director Paula Dixon needs to use the bathroom. Witness 1 expressed interest in becoming a licensee

designee for Alba preschool classroom. While I talked to Witness 1, Renee Libby met with Witness 3.

Witness 3 informed Renee Libby that Child B comes down to the cafeteria each day, Monday through Thursday, after lunch to assist her with cleaning “because he likes being a helper.” Child B wipes the bleach water solution off the lunch tables after they are sprayed by Witness 3 or middle school students. Child B also helps the fourth and sixth grade students take the trash out to the dumpster. Yesterday was the last time he performed lunch clean up duties. Renee Libby observed the route taken by Child B and the middle school students when they take the garbage out and noted that they walk through the kitchen and back-office area before exiting. The dumpster is located across a parking lot approximately 50 yards from the kitchen exit. Renee Libby questioned Child B leaving the school building unsupervised. Witness 3 stated that the middle school children supervise Child B when they are outside. Witness 3 has not completed a comprehensive background check through the Child Care Background Check (CCBC) system. Before leaving the cafeteria, I took pictures of the dumpster from the back of the kitchen exit.

On 02/06/2024, I reviewed the supervised volunteer attendance record logs from September to 02/06/2024. Witness 1 was signed into the preschool classroom between 5 to 20 minutes on the following days: 09/27/2023, 10/02/2023 – 10/05/2023, 10/09/2023 – 10/12/2023, 10/16/2023 – 10/19/2023, 10/23/2023 – 10/26/2023, 10/30/2023 – 11/02/2023, 11/06/2023, 11/08/2023, 11/13/2023 – 11/16/2023, 11/20/2023 – 11/21/2023, 11/29/2023 – 11/30/2023, 12/04/2023, 12/06/2023 – 12/07/2023, 12/11/2023 – 12/14/2023, 12/18/2023 – 12/20/2023, 01/04/2024, 01/08/2024 – 01/09/2024, 01/11/2024, 01/16/2024 – 01/18/2024, 01/23/2024 – 01/25/2024, 01/29/2024 – 02/01/2024, and 02/05/2024.

On 02/06/2024, I reviewed child and staff attendance records from 11/06/2023 to 02/06/2024. Program director Paula Dixon is signed into the preschool classroom on 11/06/2023, 11/08/2023, 11/09/2023, 11/13/2023 – 11/17/2023, 11/20/2023 – 11/21/2023, 11/27/2023, 11/29/2023, 11/30/2023, 12/04/2023 – 12/07/2023, 12/11/2023 – 12/14/2023, 12/18/2023 – 12/21/2023, 01/04/2024, 01/08/2024, 01/09/2024, 01/11/2024, 01/16/2024 – 01/18/2024, 01/23/2024 – 01/25/2024, 01/29/2024 – 02/01/2024, 02/05/2024, and 02/06/2024.

On 02/06/2024, I sent an email requesting the child and attendance record from the week of 01/29/2024. CCSM 1 is signed into the preschool classroom on 11/14/2023, 11/17/2023, 11/20/2023 – 11/21/2023, 11/27/2023, 11/29/2023, 11/30/2023, 12/04/2023 – 12/07/2023, 12/11/2023 – 12/14/2023, 12/18/2023 – 12/21/2023, 01/04/2024, 01/08/2024, 01/09/2024, 01/11/2024, 01/16/2024 – 01/18/2024, 1/29/2024, 01/30/2024, 02/01/2024, and 01/25/2024.

**RULE/STATUTORY VIOLATIONS:**

APPLICABLE RULES	
MCL 722.115p(1)	<b>Child care organization; presence of certain individuals prohibited; conditions; contact by certain individuals prohibited; conditions; documentation that individual not named in central registry; policy regarding supervision of volunteers; children's camps or campsites.</b>
ANALYSIS:	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. Interviews with child care staff members and witnesses indicate that Witness 1 and Witness 3 have been left unsupervised with children without having completed a comprehensive background check as required by law.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED Cited under MCL 722.115(n)(1) Interim Report dated: 05/02/2023 Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8125(5)(a)	The individual is aware that abuse and neglect of children is against the law.
ANALYSIS:	Licensee designee Richard 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. During the investigation, I found that Witness 1 and Witness 3 do not have a written child abuse/neglect/mandated reporting statements on file as required.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED Interim Report dated: 05/02/2023 Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8125(5)(b)	The individual has been informed of the center's policies on child abuse and neglect.
ANALYSIS:	Licensee designee Richard 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. During the investigation, I found that Witness 1 and Witness 3 do not have a written child abuse/neglect/mandated reporting statements on file as required.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Report dated: 05/02/2023</b> <b>Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8125(5)(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.
ANALYSIS:	Licensee designee Richard 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. During the investigation, I found that Witness 1 and Witness 3 do not have a written child abuse/neglect/mandated reporting statements on file as required.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Report dated: 05/02/2023</b> <b>Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8128(1)	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.
ANALYSIS:	Licensee designee Richard 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. During the investigation, I found that Witness 1 and Witness 3 do not have verification of negative TB test results on file at the time of hire/before acting as a child care staff member.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Report dated: 05/02/2023</b> <b>Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8131(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.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that all child care staff members and unsupervised volunteers working directly with children were trained on shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect before caring for children. During the investigation, it was found that Witness 1 and Witness 3 have been providing unsupervised care to child care children this school year without completing the required MiRegistry Health and Safety trainings or equivalent trainings.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Inspection Report Dated: 05/12/2021 and 05/02/2023</b> <b>Corrective Action Plan Dated: 05/12/2021 and 05/02/2023</b> <b>LSR Dated: 09/28/2020</b> <b>Corrective Action Plan Dated: 11/16/2020</b>

**ADDITIONAL FINDING:**

**INVESTIGATION:** On 02/06/2024, licensing consultant Renee Libby and I conducted an onsite inspection at Alba Public School Preschool where he interviewed program director Paula Dixon. She reported that she has Witness 4 completing pull out and push

in services for Child A (4-year-old, male). Witness 4 is not listed on Child A's child information card, and program director Paula Dixon does not have a signed form from Child A's Mother or Father approving Witness 4 to pull Child A out from the preschool classroom. Program director Paula Dixon also reported that she does not have children sign out of the classroom when they leave the classroom for short durations. A review of the supervised volunteer paperwork file showed that Witness 4 had signed an abuse and neglect statement but there was not a Public Sex Offender Registry (PSOR) on file for Witness 4. Program director Paula Dixon identified that Witness 5 and Witness 6 have also come into her preschool classroom for services. Witness 5 and Witness 6 did not have a signed abuse and neglect statement and there was no PSOR clearance completed on file for either of them. Program director Paula Dixon has Witness 4, Witness 5, and Witness 6 sign into the classroom. I took pictures of the supervised volunteer attendance record.

On 02/06/2024, I left a message for Witness 5.

On 02/06/2024, I reviewed the supervised volunteer attendance record logs from September 2023 to 02/06/2024. Witness 4 was signed into the classroom for speech services for 30 minutes or longer on 09/20/2023, 10/12/2023, 12/07/2023, 12/14/2023, 01/11/2024, and 02/01/2024. Witness 6 was signed into the classroom for an hour or longer on 09/25/2023, 11/29/2023, and 01/24/2024.

**RULE/STATUTORY VIOLATIONS:**

APPLICABLE RULES	
R 400.8110(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.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that the center maintained accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer. Review of the supervised volunteer attendance record show that Witness 5 never signed into the classroom even though program director Paula Dixon reported on 02/06/2024 that Witness 5 had been in the classroom to observe Child B.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>LSR dated: 09/28/2020</b> <b>Corrective Action Plan dated: 11/16/2020</b> <b>Confirming Letter dated: 05/12/2021</b> <b>Corrective Action Plan dated: 05/12/2021</b>

APPLICABLE RULES	
R 400.8110(7)	A child shall only be released to persons authorized by the child's parent or guardian.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that children are released to persons authorized by the child's parent or guardian. On 02/06/2024, program director Paula Dixon reported that Child A is released to Witness 4 for speech services without having written authorization from Child A's Mother or Father. Witness 4 is not listed on Child A's child information card and the center did not have Child A's parents provide authorization to release Child A for speech services.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>

APPLICABLE RULES	
R 400.8125(3)	All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that all supervised volunteers received a public sex offender registry (PSOR) clearance before having any contact with child care children. On 02/06/2024, program director Paula Dixon reported that she had not completed a PSOR on Witness 4, Witness 5, and Witness 6.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>

APPLICABLE RULES	
R 400.8125(5)(a)	The individual is aware that abuse and neglect of children is against the law.
ANALYSIS:	Licensee designee Richard 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. During the investigation, I found that Witness 5 and Witness 6 do not have a written child

	abuse/neglect/mandated reporting statements on file as required.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Report dated: 05/02/2023</b> <b>Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8125(5)(b)	The individual has been informed of the center's policies on child abuse and neglect.
ANALYSIS:	Licensee designee Richard 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. During the investigation, I found that Witness 5 and Witness 6 do not have a written child abuse/neglect/mandated reporting statements on file as required.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Report dated: 05/02/2023</b> <b>Corrective Action Plan dated: 05/26/2023</b>

APPLICABLE RULES	
R 400.8125(5)(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.
ANALYSIS:	Licensee designee Richard 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. During the investigation, I found that Witness 5 and Witness 6 do not have a written child abuse/neglect/mandated reporting statements on file as required.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>Interim Report dated: 05/02/2023</b> <b>Corrective Action Plan dated: 05/26/2023</b>

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APPLICABLE RULES	
R 400.8143(11)	A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that the center maintained accurate records of each child's first and last name and each child's arrival and departure time. On 02/06/2024, program director Paula Dixon confirmed that she does not sign children out of the class when they leave.
CONCLUSION:	<b>REPEAT VIOLATION ESTABLISHED</b> <b>LSR dated: 09/28/2020</b> <b>Corrective Action Plan dated: 11/16/2020</b>

**ADDITIONAL FINDING:**

**INVESTIGATION:** On 02/06/2024, licensing consultant Renee Libby and I conducted an onsite inspection at Alba Public School Preschool where he interviewed program director Paula Dixon and observed the preschool classroom. Throughout the onsite inspection, I observed children climbing on the tables, chairs, and bookcases. Renee Libby and I had to direct children throughout the onsite to get off objects to prevent injuries. During the observation of the classroom, program director Paula Dixon never directed children to stop climbing on toys and furniture. Renee Libby viewed Child B's medications while in the classroom. Child B has asthma listed on his child information card under the allergies section. Child B's Mother ended up coming into the preschool classroom and she reported that Child B is also allergic to bees which is not listed on his child information card. Child B's Mother stated that Child B does not have an epi-pen for the bee allergy, he only is to receive Benadryl which was located with Child B's inhaler in the preschool classroom. There was no doctor's note for the Benadryl which was required for children ages 2 to 5 years old per the instructions on the box. Program director Paula Dixon confirmed that Child B's medications remain in the preschool classroom when Child B leaves the room. I discussed the need for rescue medication to be easily accessible for children with allergies as well as the concern with Child B leaving the preschool classroom each day and no adult knowing where he is at in the school building if he were to have an asthmatic episode or he is stung by a bee. Program director Paula Dixon confirmed that she does not have an individual plan for

chronic medical conditions addressing how Child B will be accommodated during each type of emergency for his asthma or bee allergy.

**RULE/STATUTORY VIOLATIONS:**

APPLICABLE RULES	
R 400.8125(1)	All staff and volunteers shall provide appropriate care and supervision of children at all times.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure all staff and volunteers provided appropriate care and supervision of children at all times. Interviews with program director Paula Dixon and Child B's Mother showed that Child B has asthma and a bee allergy. Child B has been leaving the preschool classroom multiple times each day. Child B's whereabouts when he leaves the classroom are not always known which is concerning since he has asthma and a bee allergy. If Child B were to have an asthmatic episode or be stung by a bee, child care staff members may not be aware, and his medication is not with him if there were to be an emergency with his asthma or bee allergy. On 02/06/2024, children are allowed to climb on toys and furniture. Program director Paula Dixon made no attempts to redirect children from climbing on objects to prevent injury.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>

APPLICABLE RULES	
R 400.8143(2)	Child information cards must be reviewed and updated by parents at least annually and when the center becomes aware of changes.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that child information cards were updated annually or when the center becomes aware of changes. On 02/06/2024, I observed a container of Benadryl for Child B's bee allergy onsite at the center. Child B's child information card did not list a bee allergy under the allergy section on the child information card. The card was not updated by child care staff members upon learning of Child B's new allergy to bees.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>

APPLICABLE RULES	
R 400.8152(6)	A child care staff member shall give or apply any prescription or nonprescription medication according to the directions on the original container, unless otherwise authorized by a written order of the child's physician.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that all nonprescription medication is given according to the directions on the original container, unless otherwise authorized by a written order of the child's physician. On 02/06/2024, I was informed that Child B has an allergy to bees, and he is to be given Benadryl when stung by a bee. The Benadryl instructions indicate that children between 2 – 5 years of age should not be given this dosage of Benadryl unless authorized by a physician. The center had no documentation from a doctor authorizing the use of this medicine with Child B.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>

APPLICABLE RULES	
R 400.8161(2)(h)	A plan for how children with chronic medical conditions will be accommodated during each type of emergency.
ANALYSIS:	Licensee designee Richard Satterlee did not ensure that each child had an individualized plan for how a child with chronic medical conditions will be accommodated during each type of emergency. On 02/06/2024, program director Paula Dixon reported that she did not have a plan addressing how Child B would be accommodated during each type of emergency related to his asthma and bee allergy.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>

**ADDITIONAL FINDING:**

**INVESTIGATION:** On 01/30/2024, I conducted an unannounced onsite inspection at Alba Public School Preschool. Upon arrival, an office administrator directed me to the cafeteria so I could speak to licensee designee Richard Satterlee. In the cafeteria, I observed Richard Satterlee serving lunch. I lined up at the end of the lunch line to speak to him. We walked back to his office after he completed serving lunch and I went over the allegations. He inquired about the complainant source which I informed him is

confidential. He stated that he knows program director Paula Dixon called, and he is going to “fire her [REDACTED]” Richard Satterlee reported that he is not in the “mood for this [REDACTED]” today. I informed him that I do not want to make things more than what they are, and I am there just to address CCSM 1 not meeting the requirements of a child care staff member. He continued to escalate and yell in the office. At one point, he stood up and walked out of the office. I remained seated. I then observed him trying to locate his key to get back into his office, so I went and opened the office door for him.

Richard Satterlee continued to yell making comments regarding program director Paula Dixon would be the only person to call this in and she is not doing her job. He stated that he was going to go to the school board reporting, “I am going to fire her [program director Paula Dixon] [REDACTED] or they [school board] are going to fire me.” I asked if he would take me to the preschool classroom. He then grabbed CCSM 1’s folder and threw it down behind him resulting in the papers falling out. I picked the forms up and sat the folder on a cabinet which I had believed he was trying to initially place it when he threw it back behind him. Once we were in the hallway, there was an unknown male elementary school child running toward the bathroom. He screamed at the child to walk. The child continued to run toward the bathroom. He yelled at the child to stop and come back up the hallway and walk back down. The child stated that he needs to go to the bathroom. Richard Satterlee directed him again to come back to him in the hallway and walk down. We then proceeded to the classroom. The preschool classroom was not present upon our arrival. I asked to see child files and related supporting documents. We could not locate the child information cards or files. Richard Satterlee stated that program director Paula Dixon probably does not have any files on the children. I did take pictures of the child and staff attendance back to the beginning of November 2023. Staff attendance records showed that CCSM 1’s first day at the center was on 11/14/2023 and not Christmas break.

On 01/30/2024, I met with program director Paula Dixon in her classroom. She asked if there is a training for program directors because she does not even know what she is supposed to be doing. I discussed the role of the program director and informed her that there are trainings available to assist her with managing the program. I inquired about the CCBC system and who has access to scheduling fingerprints on the system. Program director Paula Dixon stated, “I assume Rich [Richard Satterlee].”

On 02/05/2024 and 02/06/2024, I interviewed program director Paula Dixon. Program director Paula Dixon disclosed that CCSM 1 has been working at the child care since November 2023. This is the first time she has had a new hire, so this is a new experience for her. She was aware CCSM 1 had not completed a comprehensive background check through the Child Care Background Check system. She does not have authorization to schedule fingerprints through the Child Care Background Check (CCBC) system, only licensee designee Richard Satterlee has access to the CCBC system. Licensee designee Richard Satterlee currently cannot get into the CCBC system, and he has reached out to the CCBC help desk. CCSM 1 is working at the school, but she is no longer working in the child care. I inquired about licensee designee Richard Satterlee. She stated that it is challenging to work with Richard Satterlee. He is

prone to being rude and she has no authority in operating the license. He is prone to yelling and she has witnessed him yelling at the elementary school children. She denied him yelling at preschool children. She characterized Richard Satterlee as kind and gentle with the preschool children.

The school does not have a secure entrance meaning any individual can walk into the school without school administrator/staff's knowledge. Child B could have left the school property unbeknownst to staff on numerous occasions. On 02/06/2024, I witnessed Child B leave the preschool classroom on two occasions without program director Paula Dixon attempting to call him back to the classroom or even alert school staff of Child B leaving her classroom unsupervised. There is an overall concern with child care staff members and school staff's ability to appropriately identify and assess risk and safety with the child care children. At this time, the department cannot clearly identify who has had contact with Child B in the school since his whereabouts are not always known. The department had to identify the concern with middle school students being responsible for the care of Child B. The department had to identify the concern of Child B leaving the school building being only in the care of middle school students. Review of past inspections from 2020 to now show continued noncompliance with Child Care Center Licensing Rules and the 1973 PA 116. They were cited 16 times during the renewal inspection report dated 09/28/2020 and they were cited 10 times during interim inspection report dated 05/02/2023.

On 02/07/2024, I contacted licensee designee Richard Satterlee. I informed him of the new allegations involving Child B. He stated, "He [Child B] is a real pain in the butt." He reported that I did not need to tell him about Child B because he is aware that Child B leaves the classroom daily. Richard Satterlee has to bring Child B back to the preschool multiple times each day. I discussed my concerns with individuals providing care to Child B without a background check. He informed me CCSM 1 only worked a couple of days around Christmas. CCSM 1 had a background check completed just not through our CCBC system. I informed him that CCSM 1 actually started working at the center on 11/14/2023. I informed him that I was referring to Witness 1 and Witness 3 providing care to child care children when they do not meet the definition of a child care staff member. I discussed middle school kids supervising Child B in the cafeteria and outside when taking garbage to the dumpster. I discussed Child B leaving the preschool classroom multiple times yesterday with program director Paula Dixon failing to notify anyone of the school that Child B left the classroom unsupervised. I expressed concern over staff's ability to identify risk and safety concerns in relation to the child care children. I informed him that I am recommending a summary suspension of the license. I told him that if he was willing to voluntarily cease operating immediately, the department would not need to issue an order of summary suspension and my recommendation would be just revocation. He agreed to submit a letter in writing stating that he was closing the child care center today. Richard Satterlee stated that he felt the program was going well, but he is done dealing with GSRP requirements and licensing requirements.

On 02/07/2024, I received a signed statement from licensee designee Richard Satterlee stating that he would cease operations at the licensed child care center today. He understands that if he were to operate again, the department would recommend a summary suspension.

**RULE/STATUTORY VIOLATIONS:**

APPLICABLE RULES	
R 400.8110(1)(c)	Be responsible for compliance with the act and these rules.
ANALYSIS:	Licensee designee Richard Satterlee has not maintained responsibility for compliance with the act and these rules. During the investigation, I found that the licensee designee Richard Satterlee was not maintaining accurate records, he has failed to address issues with staff, he has not ensured that staff are providing appropriate care and supervision of children at all times and has not provided an appropriate learning environment to ensure the safety of children.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>



APPLICABLE RULES	
R 400.8110(2)	The applicant, licensee, and licensee designee shall have the administrative capability to operate the center in order to provide the services and facilities that are conducive to the welfare of children.
ANALYSIS:	During the investigation, I found licensee designee Richard Satterlee has not demonstrated the administrative capacity to operate the center in order to provide services and facilities that are conducive to the welfare of children.
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>



APPLICABLE RULES	
R 400.8113(3)(a-c)	(3) All program directors are responsible for the general management of the center, including the following minimum responsibilities: (a) Developing, implementing, and evaluating program and center policies.

	<p>(b) Administering day-to-day operations, including being available to address parent, child, and staff issues.</p> <p>(c) Monitoring staff, including an annual evaluations.</p>
ANALYSIS:	<p>Program director Paula Dixon has not been meeting the requirements of her role as program director as outlined under R 400.8113(3)(a-c). On 01/30/2024, program director Paula Dixon reported that she does not know what is required of her as a program director. There is continued noncompliance with child records, staff records, and the care and supervision of children at the child care center. On 11/10/2023, program director Paula Dixon had a meeting with Child B's Mother regarding Child B leaving the classroom unsupervised and the center not knowing his whereabouts, yet Child B continues to leave the preschool classroom multiple times each day.</p> <p>Program director Paula Dixon has failed to implement changes preventing Child B from leaving the classroom. Program director Paula Dixon failed to address staff issues when she allowed CCSM 1 to serve as a child care staff member without meeting child care staff member requirements. She has allowed Witness 1 to provide care in her absence almost every day since September even though Witness 1 does not meet child care staff member requirements.</p>
CONCLUSION:	<b>VIOLATION ESTABLISHED</b>

**BUREAU RECOMMENDATION**

Bureau Recommendation
<p>As this program has voluntarily ceased operating, I recommend revocation of the license. If additional information is received regarding the program operating the department may change this recommendation.</p>

Approved By:	
 Codie Mayhew <b>Consultant</b>	02/12/2024 <b>Date</b>
 for Candice-Case French <b>Candice Case-French</b> <b>Area Manager</b>	02/12/2024 <b>Date</b>

	02/12/2024	<b>Bureau Director</b>	
<b>Division Director</b>	<b>Date</b>	<b>Date</b>	<b>2/13/24</b>