



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

May 14, 2021

John Sanford
Pinconning Area Schools
415 Arthur St
Pinconning, MI 48650

RE: License #: DC090367095

RE: SI LOG #: **Linwood Early Childhood Program**
517 W Center Street
Linwood, MI 48634

Dear Mr. Sanford:

This letter is to advise you that the 05/13/2021 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
-----------------	------------------------	-----------------	----------------------

R 400.8110 (14) Applicant; licensee; licensee designee; requirements.	The school had a no smoking sign in the back of the school it is only visible to staff using that entrance. The sign needs to include no vaping and be posted in a location visible to parents and visitors.	Before the start of the 2021-22 school year no smoking, no vaping signs will be purchased and installed.	8/2021
R 400.8110 (6) Applicant; licensee; licensee designee; requirements.	The substitute caregiver's arrival time was not documented. The just document the lead teacher and assistant's arrival and departure times.	The lead teacher will make sure that that the substitute staff sign in and out times are documented.	5/24/2021
R 400.8112 (2) Comprehensive background check; fingerprinting.	A staff member is no longer employed and the CCBC account still had her connected to the facility. The account needs to be updated and only preschool staff and licensee should be connected to the account.	Individuals will be immediately disconnected from the CCBC account as soon as they no longer connected to the facility.	5/17/2021
R 400.8131 (8) Professional development requirements.	The professional development plan did not include time frames for the licensing requirements, number of hours required of professional development required by the district, and the refresher health and safety course.	The professional development plan will be revised to include time frames, number of hours required, and the refresher health and safety will be added.	6/01/2021

R 400.8143 (4) Children's records.	One child's initial immunization was not up to date and there was not an updated immunization record on file.	A quarterly review of immunizations records will be conducted by the program secretary.	8/01/2021
R 400.8155 (1) Child accidents and incidents; child and staff illness.	The current notification plan that is included in the parent handbook does not include how the parents will be notified or accidents. The plan needs to include how and when they will be informed of incidents (inappropriate discipline, lost or unsupervised child, inappropriate touching between child/child or child/adult). The plan should also include the illness policy and when they will be notified of changes in the child's health or if they are too ill to remain in the group.	A parent notification procedure will be added to the parent handbook.	8/01/2021
R 400.8161(2)(e)(h) Emergency procedures.	The written procedures that are posted need to include a plan for contacting and reuniting families and how children with chronic medical needs will be accommodated. I did see a policy for contacting parents but it was not posted. A condensed version should be posted.	The plan will be revised to add the reunification plan and posted.	8/01/2021
R 400.8161(3) Emergency procedures.	There were several different emergency procedures posted. Please make sure that there is only one posted for each emergency as required by the rules. Please post procedures for natural or other man-made disasters.	The current emergency procedures will be posted and others will be removed. The procedures will be revised and include plans for children with chronic medical conditions.	8/01/2021

R 400.8161(5) Emergency procedures.	In 2019 the last fire drill conducted was on 11/27/2019 and the next one should have been conducted at the end of 2/2020. A fire drill was conducted on 10/21/20 and should have been conducted in 1/2020 and was not conducted until 3/2020. These drills should be conducted about three months a part.	A fire drill schedule will be established and implemented for at least one drill to occur quarterly.	5/11/2021
R 400.8325 (1) Sanitization.	The tables were not being washed and rinsed prior to being sanitized before and after meals.	The tables will be washed and rinsed prior to being sanitized.	5/04/2021
R 400.8380 (1) Maintenance of premises.	The hand washing sink in the classroom was dirty with mold around the knobs. The enamel was also coming off the sink.	A new sink will be purchased and installed.	9/01/2021

It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (231) 922-5309.

Sincerely,



Stacy M. Tomczak, Licensing Consultant
Bureau of Community and Health Systems
1509 Washington, Ste A
Midland, MI 48640
989-798-4738