



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

May 3, 2021

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

RE: License #: DC090367095
Linwood Early Childhood Program
517 W Center Street
Linwood, MI 48634

Dear Mr. Sanford:

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 4/13/21, I found 11 violation(s) listed below and explained in the attached report:

- R 400.8110 (14) Applicant; licensee; licensee designee; requirements.
- R 400.8110 (6) Applicant; licensee; licensee designee; requirements.
- R 400.8112 (2)(f) Comprehensive background check; fingerprinting.
- R 400.8131 (8) Professional development requirements.
- R 400.8143 (4) Children's records.
- R 400.8155 (1) Child accidents and incidents; child and staff illness.
- R 400.8161 (2) Emergency procedures.
- (e) (h)
- R 400.8161 (3) Emergency procedures.
- R 400.8161(5) Emergency procedures.
- R 400.8325 (1) Sanitization.
- R 400.8380 (1) Maintenance of premises.

Due to the rule/law violations noted, I recommend refusal to renew your license. You will be notified in writing of the department's intention and your options.

Due to the violations, you must send us a corrective action plan by 5/17/2021. 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:

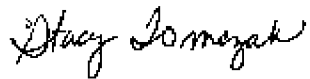
- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance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

During calendar year 2020:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0

Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0
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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 989-732-8062. Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC090367095
Licensee Name:	Pinconning Area Schools
Licensee Address:	415 Arthur St Pinconning, MI 48650
Licensee Telephone #:	(989) 308-0501
Licensee/Designee:	John Sanford, Designee
Name of Facility:	Linwood Early Childhood Program
Facility Address:	517 W Center Street Linwood, MI 48634
Facility Telephone #:	(989) 697-5711
Original Issuance Date:	11/21/2014
Capacity:	18
Age Range:	Ages 3 years 0 months Thru 5 years 11 months
Program Components:	GSRP FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 04/13/2021
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 03/11/2021 school self- certification
 Date of Lead Hazard Risk Assessment, if applicable: 10/03/2014
 Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	11	11
No. of staff employed	3	3
No. of volunteers	0	0
No. of children present at time of inspection	9	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	9	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: classroom 7, gym, library, music room, and computer lab
 Approved Program Director: Gina Morin
 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 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.

(14) A center shall post a notice in a place accessible and visible to parents, staff, and visitors stating that smoking and vaping are prohibited in the center and on the center's property.

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.

R 400.8110 Applicant; licensee; licensee designee; requirements.

(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.

The substitute caregiver's arrival time was not documented. The just document the lead teacher and assistant's arrival and departure times.

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.

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.

R 400.8131 Professional development requirements.

(8) An on-going professional development plan must be developed and implemented to include all the training and professional development required by these rules.

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.

R 400.8143 Children's records.

(4) When a child under school-age whose immunizations were not up-to-date at the time of enrollment has been in attendance for 4 months, an updated certificate showing completion of all additional immunization requirements as specified by DHHS must be kept on file, unless there is a signed statement by a licensed health care provider stating immunizations are in progress.

One child's initial immunization was not up to date and there was not an updated immunization record on file.

R 400.8155 Child accidents and incidents; child and staff illness.

(1) A center shall have a written plan for how and when a parent is notified when personnel observe any of the following:

- (a) Changes in a child's health.
- (b) A child experiences an accident, injury, or incident.
- (c) A child is too ill to remain in the group.

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.

R 400.8161 Emergency procedures.

(2) The written procedures must include all of the following:

- (e) A plan for contacting parents and reuniting families.
- (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

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.

R 400.8161 Emergency procedures.

(3) The plans required by subrule (1)(a) to (d) of this rule must be posted in a place visible to staff and parents.

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.

R 400.8161 Emergency procedures.

(5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

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.

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.

The tables were not being washed and rinsed prior to being sanitized before and after meals.

R 400.8380

Maintenance of premises.

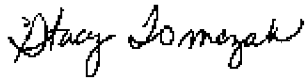
(1) The premises must be maintained in a clean and safe condition and must not pose a threat to health or safety.

The hand washing sink in the classroom was dirty with mold around the knobs. The enamel was also coming off the sink.

I observed outdoor play, lunch, and beginning of rest time. The transition time in between activities were smooth and children moved from activity to activity without issue. The children ate lunch and enjoyed conversation amongst themselves. They proceeded to nap flawlessly. I provided technical assistance regarding policies and substitute training requirement.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend no change in license status.



May 3, 2021

Stacy M. Tomczak
Licensing Consultant

Date