



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 27, 2023

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 4/27/23, 7 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

- R 400.8110 (6) Applicant; licensee; licensee designee; requirements.**
- R 400.8110 (9) Applicant; licensee; licensee designee; requirements.**
- R 400.8112 (2)(e) Comprehensive background check; fingerprinting.**
- R 400.8113 (1) Program director qualifications; responsibilities.**
- R 400.8131 (5) Professional development requirements.**
- R 400.8161 (2)(h) Emergency procedures.**
- R400.8188 (13) Sleeping, resting, and supervision**

Due to the violations, you must send us a corrective action plan by 5/10/23. 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 Enter Previous Year Here:</b>	<b>Total</b>
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

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 517-284-9730.

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  
611 W. Ottawa St  
PO Box 30664  
Lansing, MI 48909  
989-798-4738

enclosure

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

**I. IDENTIFYING INFORMATION**

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

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 04/27/2023  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 2/21/03  
 Date of Lead Hazard Risk Assessment, if applicable: 10/10/14  
 Date of Documentation of Playground Compliance, if applicable: 11/13/14

		No. of Records Reviewed
No. of children enrolled in care	14	14
No. of staff employed	4	4
No. of volunteers	0	0
No. of children present at time of inspection	12	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	12	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Preschool classroom and gymnasium  
 Approved Program Director: Heather Szymanski  
 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.**

(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 times for staff were not being maintained accurately. The record documented was 4/24/23. The substitute did not record their daily arrival and departure.

**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.

The licensee did not notify the department of the separation of the program director.

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

(2) An applicant or licensee shall do all of the following:

(e) Within the department's child care background check system, accurately complete and maintain the connection, disconnection, or withdrawn status of each individual associated with the license.

The child care comprehensive background check was not accurately maintained. The substitute that was present was not connected to this site and several other individuals that do not work in the classroom were connected to the account.

**R 400.8113            Program director qualifications; responsibilities.**

(1) Before hiring a new program director, a licensee or licensee designee shall submit a completed BCHS-CC 001 form, titled Child Care Licensing Information Request, and the credentials of the proposed program director to the department for review and approval.

The licensee did not submit a BCH -CC001 prior to hiring a program director.

**R 400.8131**

**Professional development requirements.**

(5) Within 90 days of being hired, or the first day as an unsupervised volunteer, all child care staff members and unsupervised volunteers who work directly with children shall complete the following trainings, which may count toward annual professional development hours and are available at MiRegistry:

- (a) Administration of medication.
- (b) Prevention of and response to emergencies due to food and allergic reactions.
- (c) Building and physical premises safety.
- (d) Emergency preparedness and response planning.
- (e) Handling and storage of hazardous materials and appropriate disposal of bio-contaminants.
- (f) Precautions in transporting children, if applicable.
- (g) Child development.

Two child care staff did not complete required health and safety training within 90 days of hire.

**R 400.8161**

**Emergency procedures.**

- (2) 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.

The emergency plans did not include a plan for how children with chronic medical conditions will be accommodated.

**R400.8188**

**Sleeping, resting, and supervision**

(13) For children under school age who do not sleep at rest time, quiet activities must be provided such as reading books or putting puzzles together.

During the inspection, several children did not fall asleep. The children laid done at 12:10 pm and were allowed to get up at 1:29 pm.

Technical assistance was provided regarding temperature in the room. It was 80 degrees in the classroom. The outside temperature was 50 degrees. The room is regularly very warm due to the old heating system in the school. The staff stated that at times the classroom is over the 82 degrees. They will purchase a fan and make sure it is safely placed in the room.

**IV. RECOMMENDATION**

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



4/27/23

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Stacy M. Tomczak  
Licensing Consultant

Date