



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

September 27, 2022

Diana Thill
Big Bay de Noc School
8928 00.25 Rd.
Cooks, MI 49817

RE: License #: DC210286054
Big Bay De Noc Readiness Program
8928 00.25 Road
Cooks, MI 49817

Dear Ms. Thill:

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 9/26/2022, I found *six* violations. The violations are 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 400.8143(1) | Children's records. |
| R 400.8143(11) | Children's records. |
| R 400.8143(6)(C) | Children's records. |
| R 400.8330(10) | Food services and nutrition generally. |

Due to the violations, you must send us a corrective action plan by 10/17/2022. You can use our corrective action plan form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

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

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

During calendar year 2021:	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

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,

Michelle A. Marenger

Michelle A. Marenger, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(906) 290-2618

enclosure

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

I. IDENTIFYING INFORMATION

LicenseLicense #:	DC210286054
Licensee Name:	Big Bay de Noc School
Licensee Address:	8928 00.25 Rd. Cooks, MI 49817
Licensee Telephone #:	(906) 644-2773
Licensee/Designee:	Diana Thill, Designee
Name of Facility:	Big Bay de Noc Readiness Program
Facility Address:	8928 00.25 Road Cooks, MI 49817
Facility Telephone #:	(906) 252-4500
Original Issuance Date:	11/20/2006
Capacity:	30
Age Range:	Ages 3 years 0 months Thru 5 years 11 months
Program Components:	GSRP TRANSPORTATION PRESCHOOL

II. METHODS OF INSPECTION

Date of On-Site Inspection: 9/26/2022

Date of Environmental Health Inspection: needed

Date of Fire Safety Inspection: 8/18/22 (waiver)

Date of Lead Hazard Risk Assessment, if applicable: 12/13/16

Date of Documentation of Playground Compliance, if applicable: 9/16/09

	No. of Records Reviewed	
No. of children enrolled in care	15	10
No. of staff employed	2	2
No. of volunteers	0	0
No. of children present at time of inspection	13	
No. of staff present at time of inspection	2	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	13	
Persons Interviewed:		
Licensee/Licensee Designee	☐	
Program Director	☐	
Caregiving staff	☒	

Approved Child Use Space: Room B-129 and the school gym

Approved Program Director: Whitney Wood (pending)

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.

On the day of the inspection, there was not a daily log of staff in and out times for my review.

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 department was not notified that the previous program director wasn't returning.

R 400.8143 Children's records.

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

Of the ten child information records reviewed, all of them were missing some of the following information:

- Date of admission (child's first day, completed by teacher): (10)
- Telephone number of child's physician: (1)

Children's records.

(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.

On the day of the inspection, a daily attendance record showing the first and last names of all the children who are transported on the bus was not available for my review.

This record was being kept for the children who were transported by parents.

R 400.8143 Children's records.

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

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

Of the ten child files reviewed, one child enrolled did not have a physical on file.

One of the children enrolled has a physical on file that was incomplete. The physician didn't complete section 4.

R 400.8330 Food services and nutrition generally.

(10) Menus must be planned in advance, dated, and posted in a place visible to parents. Food substitutions must be noted on the menus the day the substitution occurs.

On the day of the inspection, the meal and snack menus for September weren't posted.

CONSULTATION:

- The licensing notebook should be separated into a binder just for parents and not combined with other center records. Only our reports and your corrective action plans should be included. On the day of the inspection, the reports were in two different locations and the licensing notebook summary sheet (first page of binder) was not complete.
- The program director's fingerprint consent/disclosure statement was not in her file in the classroom. If it's being stored in a school file, it should be moved.
- One of the children enrolled has some overdue immunizations (DTaP, Polio, MMR, varicella). The parent has 4 months from the child's first day to get you an updated record. (12/29/22)

IV. RECOMMENDATION

Renewal of this preschool center license is recommended upon receipt of an acceptable corrective action plan and an A-Rating environmental health inspection report.

Michelle A. Marenger

9/27/22

Michelle A. Marenger
Licensing Consultant

Date