



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 19, 2022

Casey Petz  
Suttons Bay Public Schools  
P.O. Box 367  
Suttons Bay, MI 49682

RE: License #: DC450021318  
**Suttons Bay Early Childhood Education Programs**  
**P.O. Box 367**  
**310 Elm St.**  
**Suttons Bay, MI 49682**

Dear Mr. Petz:

This letter is to advise you that the 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 400.8112(2)(f) Comprehensive background check; fingerprinting.	Child care staff members (CCSM) were not immediately disconnected from the child care background check (CCBC) system when they were no longer employed by the licensed program.	Licensee designee Ms. Leesa Curtis will have HR remove staff who are no longer working for the licensed program from the CCBC system.	By 04/22/2022

R 400.8125(5) Staff; volunteer; requirements.	Five supervised volunteer did not have abuse/neglect statements on file as required.	The licensee designee will have all current supervised volunteers complete abuse/neglect statements.	By 05/11/2022
R 400.8128 Staff; volunteer; tuberculosis.	One child care staff member acting as a substitute did not have a TB test on file. Another staff member did not have a completed TB test at time of hire.	The licensee designee will have the substitute staff member's completed TB test on file.	By 05/30/2022
R 400.8131(12) Professional development requirements.	One child care staff member did not complete the 2020 Health and Safety Refresher course within 6 months of notice as required.	The licensee designee will have the staff member complete the 2020 health and safety refresher.	By 05/06/2022
R 400.8131(3) Professional development requirements.	Staff members acting as substitutes did not complete training on prevention of shaken baby syndrome, abusive head trauma and child maltreatment, and recognition and reporting of child abuse and neglect before caring for children.	The licensee designee will have the substitute staff member complete the required training before subbing in the classroom again.  In the future, staff trainings required by this rule will be provided by the licensee designee "in house" during the orientation process.	No later than 09/10/2022  Ongoing
R 400.8131(4) Professional development requirements.	Staff members acting as substitutes did not complete training on control of infectious disease training, including immunizations before unsupervised contact with children.	The licensee designee will have the substitute staff member complete the required training before subbing in the classroom again.  In the future, staff trainings required by this rule will be provided by the licensee designee "in house" during the orientation process.	No later than 09/10/2022  Ongoing

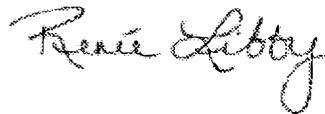
R 400.8131(5) Professional development requirements.	Staff members acting as substitutes did not complete training on (a) through (g) of the above rule within 90 days of hire.	The licensee designee will have the substitute staff member complete the required training before subbing in the classroom again.  In the future, staff trainings required by this rule will be provided by the licensee designee "in house" within 90 days of hire.	No later than 09/10/2022  Ongoing
R 400.8380(1) Maintenance of premises.	The toilet in the GSRP Pre-K classroom was excessively dirty with a dark ring of discoloration around the water line of the bowl.	The licensee designee made sure building maintenance cleaned the toilets.  Staff will regularly check bathrooms for cleanliness and communicate issues to the licensee designee and building helpline.	On 04/15/2022  Ongoing
R 400.8380(4) Maintenance of premises.	Ceiling tiles were not kept in sound condition and maintained in good repair.	Building maintenance made appropriate temporary fixes on hazardous ceiling tiles and will work on a permanent solution with school leadership.	On 04/15/2022

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,

A handwritten signature in cursive script that reads "Renee Libby".

Renee Libby, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(231) 357-3087