



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 25, 2023

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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 04/24/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the interim inspection, I observed children and staff in the preschool classroom, pre-k classroom, and during after school programming. Preschool/pre-k staff engaged in positive interactions with children throughout the inspection period. They facilitated learning activities and helped children with problem solving skills. The school age staff member guided children through the arrival process including ensuring they washed their hands as they entered the room.

The violations that were found are:

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.

Several school age child information cards were missing physician phone numbers, allergies/special needs/special instructions information, and one was missing the parent's signature and date.

REPEAT VIOLATION ESTABLISHED
LSR Dated 08/31/2020
Corrective Action Plan Dated 10/15/2020

I provided Technical Assistance on the following:

- Checking all child use areas in the school age/maker space classroom and adjoining bathroom prior to children arriving to ensure nothing dangerous/hazardous is present.
- If a staff member leaves employment, they need to be disconnected from the Child Care Background Check System (CCBC) as soon as you know they will not be returning, otherwise they must complete the health and safety refresher and 16 hours of PD annually.
- As a reminder, TB test results must be dated within 1 year of hire/re-hire if someone leaves employment temporarily and is disconnected from the CCBC System.
- Health and Safety training certificates need to list each topic covered during the "in-house" training as outlined in R400.8131(11).
- School fire drills may not align with the quarterly drill requirements for licensing. Make sure one fire drill is completed each 3-month period. You may need to add a separate fire drill for the preschool programs if the school does not have one scheduled during the months of Jan., Feb., or Mar.

On 4/24/2023, you gave us an acceptable written corrective action plan.

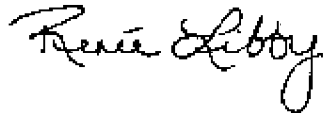
During calendar year Choose the previous year.:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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 (231) 922-5309.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook, if applicable.

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 30837
Lansing, MI 48909
(231) 357-3087