



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

Michelle Richard  
ACTING DIRECTOR

**Report Type** : Renewal  
**Inspection Type:** Renewal

**Date of Inspection:**  
**Date of Report:** 3/14/2024

Licensee Name(s)	License Number
Suttons Bay Public Schools	DC450021318
Capacity	Facility Name
48	Suttons Bay Early Childhood Education Programs
Program Type	Licensee Designee(s)
Center	Casey Patrick Petz Leesa C Curtis
Central Administrator(s)	Program Director(s) Name
	Casey Patrick Petz <b>Qualifications:</b> R 400.8113(7)(b) (9). <b>Date PD Approved:</b> 1/20/2020
Facility Address	Mailing Address
310 Elm St. P.O. Box 367, Suttons Bay, MI, 49682	P.O. Box 367, Suttons Bay, MI, 49682
Facility Phone Number	Facility Email Address
2312713225	curtisl@suttonsbayschools.com

### Findings of the Inspection

A copy of this renewal inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [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](#).

The 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.

If you have any questions regarding the report, please contact licensing consultant, Renee Libby, at (231) 357-3087. In the event that Renee Libby is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

<b>Inspection Details</b>		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
667	3	2
<i>Number of Children's Records Reviewed : Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed : Number of Volunteers</i>
11 : 51	6 : 16	2 : 2
<i>Number of Children Observed : Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
21 : 21	7 : 7	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
Yes	No	Yes

<b>Documentation of Required Inspections</b>		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>
Center's School-building fire inspection certification form CCL-5043	1/29/2024	Signed by Superintendent
Environmental Health Inspection	9/21/2023	"A" Rating

<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
722.115n(1)	Application for or renewal of license to operate child care center, group child care home, or family child care home; household member or child care staff member; criminal history check; requirements; duties of department.	Four individuals acted as child care staff members without having completed a comprehensive background check. Licensee designee Leesa Curtis stated that she misinterpreted R 400.8112(3) and thought individuals could act as supervised volunteers while waiting to complete their	Violation Established

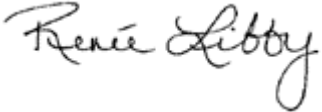
	<p>Except as otherwise provided in subsection (13), when a person, partnership, firm, corporation, association, governmental organization, or nongovernmental organization applies for or applies to renew a license to operate a child care center, group child care home, or family child care home under section 5m and before a group child care home or family child care home allows an individual to be a member of the household, or a child care center, group child care home, or family child care home allows an individual to become a child care staff member, the department shall do all of the following:</p>	<p>comprehensive background check.</p>	
R 400.8128	<p>Staff; volunteer; tuberculosis. Staff; volunteer; tuberculosis.</p>	<p>Three individuals acting as child care staff members did not have verification of a negative TB test on file prior to working with children.</p>	<p>Repeat Violation Established</p> <p>Reference: : 7/4/2018 :Violation Established; : 4/13/2022 :Violation Established; : 8/16/2020 :Violation Established;</p>
R 400.8131(12)	<p>Professional development requirements. When the department of licensing and regulatory affairs or the department of education publishes a notice that a new</p>	<p>One child care staff member did not complete the health and safety refresher in 2022.</p>	<p>Repeat Violation Established</p> <p>Reference: : 4/13/2022 :Violation Established;</p>

	<p>health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.</p>		
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Technical Assistance	
Rule Number	Rule
R 400.8173(2)	<p>The current list of unsafe children's products that is provided by the department must be conspicuously posted in the center, as required by section 15 of the children's product safety act, 2000 PA 219, MCL 722.1065.</p>
R 400.8330(10)	<p>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.</p>

Hours of Operation						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:30 AM To 5:30 PM	07:30 AM To 5:30 PM	07:30 AM To 5:30 PM	07:30 AM To 5:30 PM	07:30 AM To 5:30 PM		

Bureau Recommendation
<p>I recommend issuance of a regular license to this child care center.</p>

<b>Approved By:</b>			
			
<b>3/14/2024</b>			
Renee Libby			

<b>Licensing Consultant</b>	<b>Date</b>		