



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 12, 2021

Dawn Arbuckle
1268 E Whitefeather Rd
Pinconning, MI 48650

RE: License #: DG090284980

RE: SI LOG #: **Arbuckle, Dawn
1268 E Whitefeather Rd
Pinconning, MI 48650**

Dear Mrs. Arbuckle:

This letter is to advise you that the 02/12/2021 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
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R 400.1904a (2)(c) Child care staff member; employment requirements.	Ms. Arbuckle's did not make sure that all her staff members had training in the prevention of infectious disease including immunization prior to caring for children.	Ms. Arbuckle will make sure any new staff have the training prior to working with children. Current staff that do not have the training will complete it on MiRegistry.	3/1/2021
R 400.1905 (3)(a)-(c) Training.	Ms. Arbuckle did not realize that all the child care staff members did not have safe sleep practices to prevent sudden infant death syndrome, recognition of and the reporting of child abuse and neglect, and prevention of shaken baby syndrome, abusive head trauma, and child maltreatment prior to caring for children.	Ms. Arbuckle will make sure any new staff have the training prior to working with children. Current staff that do not have the training will complete it on MiRegistry.	3/1/2021
R 400.1905 (4)(a)-(g) Training.	I could not verify that the child care staff had the required training. Ms. Arbuckle believed that all staff had the required training on MiRegistry within in the 90 days. There were issues with MiRegistry and verify the training that the staff completed.	Ms. Arbuckle will make sure any new staff have the required training within days of hire. All staff that do not currently have verification of the training through MiRegistry will complete it.	3/1/2021
R 400.1905 (9) Training.	Ms. Arbuckle's child care staff did not take the 2020 refresher course within the required time frame.	Ms. Arbuckle will ensure that everyone takes the refresher course within the required timeframe. The 2020 refresher course will be completed if the staff has not already done so.	3/1/2021
R 400.1906 (1)(c)(ii) Records of a licensee; child care staff member; child care assistant.	Two of Ms. Arbuckle's staff members did not have a physical on file at the time of renewal.	Ms. Arbuckle will get the physicals from the staff for her file and submit them to Ms. Tomczak.	2/28/2021

R 400.1907 (1)(a) Child's records.	Ms. Arbuckle did not have the date of admission entered on all but two child information cards.	Ms. Arbuckle will add the date of admission on all child information cards that do not have a date.	3/1/2021
R 400.1907 (2) Child's records.	Ms. Arbuckle did not have parents update seven child information cards in 2019.	Ms. Arbuckle will make sure and have the parents update child information cards annually.	ongoing
R 400.1919 Communicable disease; immunization; mental and physical health; physician attestation; tuberculosis.	Ms. Arbuckle did not have evidence on file for one staff member. She believed that she had the evidence on file but could not locate it.	M. Arbuckle will make sure she has evidence of tb test prior to working with children. She will obtain evidence of tb test for staff that does not have one on file. She will submit the evidence to Ms. Tomczak.	3/01/2021
R 400.1945 (2)(a) Emergency; plan; drill.	Ms. Arbuckle did not have a relocation site in her emergency plans.	Ms. Arbuckle contacted neighbor and will use their home as the relocation site in case of an emergency.	2/12/2021

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,



Stacy M. Tomczak, Licensing Consultant
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