



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

February 15, 2022

Gaynelle Duncan  
 1021 Leroy Street  
 Boyne City, MI 49712

RE: License #: DG150243139  
**Gaynelle Duncan**  
**1021 Leroy Street**  
**Boyne City, MI 49712**

Dear Ms. Duncan:

This letter is to advise you that the 01/21/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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 400.1906(1)(b) Records of a licensee...	Ms. Gaynelle Duncan did not maintain a daily record of attendance for child care staff member Destanie Duncan.	Child care staff members will sign in upon arrival and sign out upon departure. Ms. Duncan will monitor the attendance log to ensure compliance.	10/29/2021
R 400.1907(1)(a) Child's record.	Ms. Gaynelle Duncan did not ensure that a fully completed child information card was obtained for 20 out of 20 child information cards reviewed.	Ms. Duncan will obtain a fully completed child information card for currently enrolled children.	11/01/2021
R 400.1907(1)(b) Child's record.	Ms. Gaynelle Duncan did not obtain a fully completed child in care statement for	Ms. Duncan will obtain a fully completed child in care statement for currently enrolled children.	11/01/2021

	13 out of 20 children's records reviewed.		
R 400.1907(2) Child's record.	Ms. Gaynelle Duncan did not ensure that all child information cards and child in care statements were reviewed and updated annually and/or when information changes. Twelve out of twenty child information cards reviewed were not updated as required by the rule. Ten out of seventeen child in care statements reviewed were not updated as required by the rule.	Ms. Duncan will ensure parents of currently enrolled children review and update (as needed) the child information card and child in care statement.	11/01/2021
R 400.1907(3) Child's record.	Ms. Gaynelle Duncan did not maintain dated daily attendance records for the 17 children in care on 10/28/2021.	Ms. Duncan will ensure each child is signed in upon arrival and signed out at departure. Ms. Duncan will monitor the attendance log to ensure compliance.	10/29/2021
R 400.1908(1) Capacity.	Ms. Gaynelle Duncan did not ensure that the actual number of unrelated children in care at any one time did not exceed the number of children the child care home is licensed for. Ms. Gaynelle Duncan had 17 unrelated children in care on 10/28/2021.	Ms. Duncan will ensure that the actual number of unrelated children in care at any one time does not exceed the number of children the child care home is licensed for (12 children).	10/29/2021
R 400.1910(1) Ratio of personnel...	Ms. Gaynelle Duncan did not ensure that the ratio of personnel to children present in the home at any one time was not less than one member of the personnel to six children. On 10/28/2021, Ms. Gaynelle Duncan and child care staff member Ms. Destanie Duncan cared for	Ms. Duncan will ensure that the ratio of personnel to children present in the home at any one time is not less than one member of personnel to six children.	10/29/2021

	17 unrelated children without additional personnel.		
R 400.1910(2) Ratio of personnel...	Ms. Gaynelle Duncan did not ensure that for each member of personnel, not more than four children under the age of 30 months were in care at one time. On 10/28/2021, Ms. Gaynelle Duncan and Ms. Destanie Duncan cared for 10 children under the age of 30 months without additional personnel.	Ms. Duncan will ensure that for each member of personnel, not more than four children under the age of 30 months are in care at one time.	10/29/2021

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 (517) 284-9730.

Sincerely,



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