



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 9, 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 09/07/2022 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 400.1905(1) R 400.1905(9)	<p>During the inspection, I found that Ms. Gaynelle Duncan had only completed 5 hours of training for 2021.</p> <p>During the inspection, I found that Ms. Gaynelle Duncan, Karianne Duncan, and Dan Duncan had not completed the MiRegistry 2020 and 2021 refresher trainings. Destanie Duncan had not completed the</p>	Ms. Duncan will ensure that she completes 10 hours of training each calendar year. She will have Karianne Duncan, Dan Duncan, and herself complete the MiRegistry 2020 and 2021 Refresher Trainings. She will have Destanie Duncan complete the 2021 MiRegistry Refresher training. To maintain compliance, she will review staff trainings every four months.	10/01/2022

	2021 MiRegistry refresher training.		
R 400.1916(5)	During the inspection, I found a Graco play yard (brown with circle pattern trim) manufactured on 03/07/2013.	Ms. Duncan has checked all play yards manufacturing dates and she disposed of the Graco play yard with the manufacture date on 03/07/2013. To maintain compliance, she will check all play yards to ensure compliance.	08/10/2022
R 400.1932(2)	During the inspection, I found a bottle of Lysol Disinfectant spray, a bottle of Murphy's cleaner, and a bottle of Gojo cleaner located in a pullout drawer under the sink in the kitchen.	Ms. Duncan moved all dangerous and hazardous materials, so they were no longer accessible to children. To maintain compliance, she will check child use space each morning to ensure all dangerous and hazardous materials are not accessible to children.	08/10/2022
R 400.1934(4)	During the inspection, Ms. Duncan had not completed a radon test when it was required in 2019 or for this renewal inspection.	Ms. Duncan completed a Radon Test on 08/16/2022. To maintain compliance, she will complete a Radon test every four years at renewal.	08/16/2022
R 400.1945(1)(e) R 400.1945(2)(e) R 400.1945(2)(g)	Ms. Gaynelle Duncan did not ensure that the crisis management plans included Other man- or woman-caused events.  During the inspection, I found that the fire and tornado emergency plans did not include a plan for contacting parents and reuniting families.  During the inspection, I found that the fire, tornado, and serious/accident/illness plans did not include a plan	Ms. Duncan developed crisis management plans, a plan for reuniting families for fire and tornado emergency plans and developed a plan for how infants/toddlers will be accommodated during fire, tornado, and serious/accident/illness emergencies. To maintain compliance, she will review crisis management plans/emergency plans twice a year with staff.	09/12/2022

	for how infants and toddlers would be accommodated in each type of emergency.		
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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,



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