



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

November 1, 2022

Gaynelle Duncan  
1021 Leroy Street  
Boyne City, MI 49712

RE: License #: DG150243139

RE: SI LOG #: **Gaynelle Duncan  
1021 Leroy Street  
Boyne City, MI 49712**

Dear Ms. Duncan:

This letter is to advise you that the 11/01/2022 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 400.1908(3)	During the inspection, I observed 12 children listed on the attendance record when there were actually 13 children in attendance at the child care.	Ms. Duncan will ensure to keep accurate attendance. She corrected the attendance sheet on 10/11/2022. To maintain compliance, she will check the attendance sheet at breakfast and lunch to ensure all children are listed on the attendance sheet.	10/11/2022
R 400.1908(1)	During the inspection, Ms. Duncan reported that she had 12 children in care. I found there to be 13 children present at the home. Ms. Duncan stated that she feels bad for parents, and she needs to start telling them	Ms. Duncan will not allow more than 12 children to be in attendance at her home. She will keep a visual log on the desk indicating how many children are in her care. Any parent who	10/11/2022

	no when asked if she could take additional children at the child care.	attempts to drop off a child when there are 12 children already in attendance, will be asked to leave.	
R 400.1932(2)	During the inspection, I found a box of tin foil with a perforated edge, a box of parchment paper with a perforated edge, two boxes of cling wrap with a perforated edge, two boxes of storage bags, and a box of garbage bags in the drawers under and adjacent to the coffee maker accessible to children.	Ms. Duncan moved all dangerous and hazardous materials, so they were no longer accessible to children. To maintain compliance, Ms. Duncan will check child use space daily to ensure all dangerous and hazardous materials are not accessible to children.	10/22/2022

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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