



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 18, 2023

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 04/18/2023 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 400.1907(2)	During the inspection, I reviewed 13 child information cards and 13 child in care statement forms. Out of the 13 child information cards and child in care statement forms, 7 cards and statement forms had not bene updated in the last year.	Ms. Duncan will have parents update the child information cards and child in care statement forms. To maintain compliance, she will have parents update child records the first of every January and she will review child records quarterly.	05/01/2023
R 400.1931(2)(c)	During the inspection, I observed hot dogs and	Ms. Duncan will ensure all children under 3 years of age are	04/18/2023

	carrots cut into circles served to five children under the age of 3 years of age. They were also served a large rectangle of cheese which was not diced.	served food diced to ½ inch pieces. She will check all food before it is served to children under the age of three to ensure compliance and she will review technical assistance on this rule.	
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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 (517) 284-9730.

Sincerely,



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