



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

3/26/2024

Gaynelle Duncan
Gaynelle Duncan
1021 Leroy Street, Boyne City, MI 49712

License Number: DG150243139

Dear Gaynelle Duncan,

This letter is to advise you that the 3/26/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Child Care Follow-up Inspection Case, 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
722.115n(3)	During the interim inspection, child care staff member Daniel Duncan did not sign a new consent and disclosure form when he completed reprints for the comprehensive background check.	I had Daniel Duncan complete a new consent and disclosure form. I, Gaynelle Duncan, will print a copy of consent and disclosure and have all child care staff members sign before reprints and I will review staff records every three months.	03/14/2024

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 Codie Mayhew at 231-342-5006 or mayhewc@michigan.gov. In the event that Codie Mayhew is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in blue ink that reads "Codie Mayhew". The signature is written in a cursive style with a blue ink color.

Codie Mayhew, Licensing Consultant