



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

October 24, 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 a follow-up to the on-site inspection conducted at your home on 10/11/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Family and Group Child Care Homes per the recommendation of increased monitoring made on 08/17/2022.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**R400.1907(3)            Child's record.**

(3) Dated daily attendance records of children in care must be maintained and include the child's first and last name and the time of arrival and departure. Electronic records may be used. If electronic records are used, they must be available to the department at the time of the inspection. If electronic attendance records are not available during an on-site inspection, the child care home is in violation of this rule.

Ms. Duncan did not ensure to maintain accurate daily attendance records for children. During the inspection, I observed 12 children listed on the attendance record when there were actually 13 children in attendance at the child care.

**REPEAT VIOLATION ESTABLISHED**  
**INTERIM REPORT DATED: 11/05/2021**  
**CORRECTIVE ACTION PLAN DATED: 12/22/2021**

**R400.1908(1) Capacity.**

(1) The licensee shall ensure that the actual number of unrelated children in care at any 1 time does not exceed the number of children for which the child care home is licensed, not more than 6 children for a family child care home and not more than 12 children for a group child care home.

Ms. Duncan did not ensure that the actual number of unrelated children in care at any 1 time does not exceed the number of children for which the child care home is licensed, not more than 12 children for a group child care home. 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 no when asked if she could take additional children at the child care.

**REPEAT VIOLATION ESTABLISHED  
INTERIM REPORT DATED: 11/05/2021  
CORRECTIVE ACTION PLAN DATED: 12/22/2021**

**R400.1932(2) Home maintenance and safety.**

(2) All dangerous and hazardous materials or items must be stored securely and out of the reach of children.

Ms. Duncan did not ensure that the premises of the child care home was in good repair and maintained in a clean, safe, and comfortable condition. 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.

**REPEAT VIOLATION ESTABLISHED  
LSR DATED: 08/17/2022  
CORRECTIVE ACTION PLAN DATED: 09/07/2022**

**Technical Assistance and Consultation were provided on the following:**

- I provided guidance on the importance of maintaining ratio and capacity and continued non-compliance could result in refusal to renew or revocation of the license.

- I provided guidance on ensuring pacifiers are not clipped to infants when placed in porta-cribs or play yards.
- Ms. Duncan is going to have Daniel and Karianne Duncan call the MiRegistry Help Desk to see why the 2021 Refresher is not showing up as complete even though they both completed the training.

Due to the violations, you must send us a corrective action plan by 11/01/2022. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

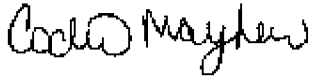
I recommend issuance of a 1<sup>st</sup> provisional license. If you accept the provisional license, you must sign and return the enclosed waiver form. If you do not accept the provisional license, you must notify this office in writing and an administrative hearing will be scheduled. Even if you don't accept the provisional license, you must still send us an acceptable corrective action plan. I continue to recommend increased monitoring.

You can find a copy of this confirming letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when confirming letters are completed can be found under [Overview of Licensing Reports](#).

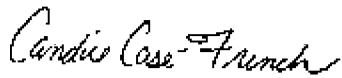
Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at 517-284-9730.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Codie Mayhew, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(231) 342-5006 – Cell  
(517) 284-9730- Main  
(517)-763-0217- Fax  
MayhewC@michigan.gov



10/24/2022

Candice Case-French  
Area Manager

Date