



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

August 17, 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:

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

During the renewal inspection on 08/10/2022, I found 8 violation(s) listed below and explained in the attached report: listed below and explained in the attached report:

<b>R 400.1905(1)</b>	<b>Training.</b>
<b>R 400.1905(9)</b>	<b>Training.</b>
<b>R 400.1916(5)</b>	<b>Bedding and sleeping equipment.</b>
<b>R 400.1932(2)</b>	<b>Home maintenance and safety.</b>
<b>R 400.1934(4)</b>	<b>Heating; ventilation; lighting; radon.</b>
<b>R 400.1945(1)(e)</b>	<b>Emergency; plan; drill.</b>
<b>R 400.1945(2)(e)</b>	<b>Emergency; plan; drill.</b>
<b>R 400.1945(2)(g)</b>	<b>Emergency; plan; drill.</b>

Due to the violations, you must send us a corrective action plan by 09/05/2022. 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.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DG150243139
<b>Licensee Name:</b>	Gaynelle Duncan
<b>Licensee Address:</b>	1021 Leroy Street Boyne City, MI 49712
<b>Licensee Telephone #:</b>	(231) 582-3528
<b>Licensee:</b>	N/A
<b>Name of Facility:</b>	Gaynelle Duncan
<b>Facility Address:</b>	1021 Leroy Street Boyne City, MI 49712
<b>Facility Telephone #:</b>	(231) 582-3528
<b>Original Issuance Date:</b>	01/29/2002
<b>Capacity:</b>	12
<b>Age Range:</b>	Ages Birth Thru 17 years

## II. METHODS OF INSPECTION

Date of On-site Inspection(s): 08/10/2022

		No. of Records Reviewed
No. of children enrolled in care	16	16
No. of assistant caregivers employed	3	3
No. of child care children present at time of inspection	12	
No. of other children present at time of inspection	0	
No. of assistant caregivers present at time of inspection	1	
Licensee present at time of inspection?	Yes	
Persons Interviewed:	Licensee	<input checked="" type="checkbox"/>
	Assistant Caregivers	<input checked="" type="checkbox"/>

Approved child use space: The play room, the kitchen, and the dining room are approved as child use space.

Exiting information (including second floor and basement): The front door and remotely located back door provide direct, safe means of travel to the outside. There is also a door in the play room which provides a direct means of egress to the back yard.

Approved variances -  No  Yes Description:

Key Indicator Inspection: No

### Additional information:

- Pets? No  Yes  If yes, describe.
- Hot tubs or spa pool? No  Yes  If yes, are there appropriate barriers?
- Swimming pool? No  Yes  If yes, describe pool and barriers.
- Other water hazards? No  Yes  If yes, describe.
- Fireplace or wood burning stove? No  Yes  If yes, describe.
- Fireplace/wood burner in use during child care hours? No  Yes  If yes, describe barriers to protect children from burns.  
There is a fireplace in the living room which is not used during child care.

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care home administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff,

and a review of the home's records, including staff records and children's records. Staff records include background checks, medical clearance information, and training information. Children's records include child information cards and child in care statements/receipts.

During the inspection, there were 12 children and two child care staff members. Ms. Duncan was found to be in compliance with ratio and capacity requirements. While onsite, I observed lunch time, free play, and nap time. Ms. Duncan had a sufficient amount of developmentally age-appropriate toys and equipment accessible to the children. Ms. Duncan and her child care staff member Karianne Duncan were observed being nurturing toward the children. I observed both of them caring, rocking, and holding infants. The children have access to a large outdoor play area in the back of the home. There is a climber, swings, slides, a sandbox, and various other outdoor play equipment.

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

**R 400.1905            Training.**

(1) A licensee shall complete not less than 10 clock hours of training each calendar year related to child development, program planning, and administrative management for a child care business, not including CPR, first aid, and infectious disease, including immunizations, training.

Ms. Gaynelle Duncan did not ensure that she completed 10 clock hours of training each calendar. During the inspection, I found that Ms. Gaynelle Duncan had only completed 5 hours of training for 2021.

**R 400.1905            Training**

(9) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.

Ms. Gaynelle Duncan did not ensure that all child care staff members completed the MiRegistry Refreshers within 6 months of notice. 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 2021 MiRegistry refresher training.

**R 400.1916                    Bedding and sleeping equipment.**

(5) Play yard mattresses must be purchased from the manufacturer of the play yard and be manufactured after February 19, 2014. Play yards must meet the Consumer Product Safety Commission safety standards for play yards, 16 CFR part 1221 (2019). Licensees shall comply with this subrule by December 31, 2019. These standards are available at <http://www.cpsc.gov>. They are also available for inspection and distribution at the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Child Care Licensing Division, 611 W Ottawa, Lansing, MI 48933-1070.

Ms. Gaynelle Duncan did not ensure that play mattresses were purchased from the manufacturer of the play yard and manufactured after February 19, 2014. During the inspection, I found a Graco play yard (brown with circle pattern trim) manufactured on 03/07/2013.

**R 400.1932                    Home maintenance and safety.**

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

Ms. Gaynelle Duncan did not ensure that all dangerous and hazardous materials were stored securely and out of the reach of children. 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.

**R 400.1934                    Heating; ventilation; lighting; radon.**

(4) A licensee shall test the child care home for the concentration of radon gas before the initial license is issued and every 4 years thereafter at the time of license renewal.

Ms. Gaynelle Duncan did not ensure that a radon test at the time of renewal. During the inspection, Ms. Duncan had not completed a radon test when it was required in 2019 or for this renewal inspection.

**R 400.1945                      Emergency; plan; drill.**

1) An applicant or licensee shall have a written emergency response plan for the care of children that must be posted in a conspicuous location within the child care home.

The plan must address the following types of emergencies:

(e) Crisis management including, but not limited to, all of the following:

- (i) Intruders.
- (ii) Active shooters.
- (iii) Bomb threats.
- (iv) Other man- or woman-caused events.

Ms. Gaynelle Duncan did not ensure that the crisis management plans included Other man- or woman-caused events.

**R 400.1945                      Emergency; plan; drill.**

(2) The written plan must include all of the following:

(e) A plan for contacting parents and reuniting families.

Ms. Gaynelle Duncan did not ensure that all written emergency plans included a plan for contacting parents and reuniting families. During the inspection, I found that the fire and tornado emergency plans did not include a plan for contacting parents and reuniting families.

**R 400.1945                      Emergency; plan; drill.**

(2) The written plan must include all of the following:

(g) A plan for how infants and toddlers will be accommodated in all types of emergencies.

Ms. Gaynelle Duncan did not ensure that all written emergency plans included a plan for how infants and toddlers will be accommodated in each type of emergency. During the inspection, I found that the fire, tornado, and serious/accident/illness plans did not include a plan for how infants and toddlers would be accommodated in each type of emergency.

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

- I provided guidance on the Child Care Background Check (CCBC) website.
- I provided guidance on individualized emergency plans for children with chronic medical conditions and provided individualized emergency plan templates for children with chronic medical conditions.
- I provided guidance on the emergency plans, and I provided an emergency plan template.
- Please make sure that [REDACTED] and [REDACTED] TB test results are filed with the licensing paperwork.
- I obtained guidance that Ms. Gaynelle Duncan can train her staff on the MiRegistry Health and Safety Course 1 and 2, but all staff are required to complete the MiRegistry Refresher trainings online.
- **Technical Assistance:** Pacifiers cannot be clipped to infants during sleep.
- **R 400.1905(2)- Technical Assistance:** Licensees must maintain copies of each child care staff member's and child care assistant's training documentation that includes the date, time, number of hours, location, trainer/sponsor, and training topic.
- **R 400.1916(12)- Technical Assistance:** Children 12 to 24 months of age shall rest or sleep alone in an approved crib, porta-crib, play yard, or on a cot or mat sufficient for the child's length, size, and movement.
- **R 400.1932(2)- Technical Assistance:** Dangerous materials or items include, but are not limited to: • Sharp objects, such as household knives, pizza cutters, and kitchen wrap boxes with serrated edges. • Plastic bags, small electrical appliances, matches, lighters and items that pose a choking hazard.

**IV. RECOMMENDATION**

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license with increased monitoring.



08/17/2022

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Codie Mayhew  
Licensing Consultant

Date