



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:

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 4/18/2023, I found 2 violations. The violation is listed below and explained in the attached report:

- R 400.1907(2)      Child's records.**
- R 400.1931(2)(c)      Food preparation and service.**

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

<b>During calendar year 2022:</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,

A handwritten signature in black ink that reads "Codie Mayhew". The signature is written in a cursive, slightly slanted style.

Codie Mayhew, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30837  
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): 04/18/2023

		No. of Records Reviewed
No. of children enrolled in care	13	13
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	1	
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.

## 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 present with Ms. Duncan and her assistant child care staff member. There was a relative child present, but this child was separated from the child care children and cared for by Mr. Duncan in a different part of the home. She was compliant with ratio requirements. While onsite, I observed nap time, free play, diapering, and lunch time. Ms. Duncan enforced handwashing rules and she followed the three-step method to clean, sanitize, and disinfect hard surfaces. Ms. Duncan and her assistant child care staff member were observed holding and comforting children. Ms. Duncan creates her own curriculum with the children. The outdoor play area is located in the back of the home and it features slides, swings, play houses, 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 400.1907            Child's records.**

(2) Records in subrule (1) of this rule must be reviewed and updated annually or when information changes.

Ms. Duncan did not ensure to update child information cards and child in care statement forms annually. 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 been updated in the last year.

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

**R 400.1931            Food preparation and service.**

(2) A licensee shall ensure that food is prepared, served, and stored in a safe and sanitary manner by meeting all of the following requirements:

(c) Children under 3 years of age shall not be served or allowed to eat foods that could easily cause choking including, but not limited to, popcorn and uncut round foods such as grapes, seeds, nuts, hard candy, and hot dogs.

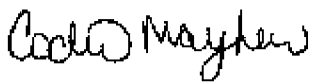
Ms. Duncan did not ensure that children under 3 years of age were not served foods which could easily cause choking. During the inspection, I observed hot dogs and carrots cut into circles served to five children under the age of 3 years of age. They were also served a large rectangle of cheese which was not diced.

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

- I provided guidance on the Child Care Background Check (CCBC) system.
- Please update your child in care statement forms with the newest revised version.
- Please post your crisis management plans somewhere only child care staff members can view it.
- **R 400.1923(2)(d)- Technical Assistance:** The designated changing area must comply with all of the following: (d) Have a nonabsorbent, easily sanitized surface with a changing pad between the child and the surface

**IV. RECOMMENDATION**

I recommend issuance of a regular license to this child care group home (capacity 7-12). Increased Monitoring is no longer recommended.



04/18/2023

---

Codie Mayhew  
Licensing Consultant

Date