



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

February 14, 2023

Nicole D'Arcy  
Muskegon Public Schools  
1458 5th St  
Muskegon, MI 49441

RE: License # DC610020881  
**Muskegon Pub Sch K-6 Marquette**  
**480 Bennett Street**  
**Muskegon, MI 49442-2133**

Dear Ms. D'Arcy:

This letter is a follow-up to the email notification regarding your center on 02/09/2023. The purpose of this email was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers, specifically with regards to having a program director on staff.

On 02/09/2023, Ms. D'Arcy sent me an email notifying me that the program director left employment on 02/03/2023.

The rule violation found was:

**R 400.8113 Program Director qualifications; responsibilities**

(7) Early childhood program directors shall meet 1 of the qualifications as shown in Table 1: ...

Ms. D'Arcy did not ensure that the center has a program director meeting one of the qualifications allowed for in the licensing rules.

Due to the violations, you must send us a corrective action plan by 03/06/2023. 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.**
- **As a reminder, your corrective action plan must also include your plan and timeline for hiring a new program director, as well as the name of the substitute program director.**

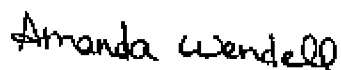
Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

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 (231) 492-5410.

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

Sincerely,



Amanda Wendell, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909

(517) 284-9730