



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 15, 2023

Diane Aamodt
MAISD (Muskegon Area Intermediate School District)
630 Harvey
Muskegon, MI 49442

RE: License #: DC610383252

RE: SI LOG #: **Marquette Elementary**
480 Bennett Street
Muskegon, MI 49442

Dear Mrs. Aamodt:

This letter is to advise you that the 03/15/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, 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
R 400.8110 Applicant; licensee; licensee designee; requirements.	During my onsite review of child care staff members files it was found that three employees did not have the name, address, and telephone number for these employees.	This information is available at the main child care office and would be available to the department if needed. The program director will be aware of this.	3/6/2023
R 400.8112 Comprehensive background check; fingerprinting.	During my onsite review of child care staff members files it was found that three employees did not have a copy of the completed and	A list is available on google drive on the HR Tracking sheet. I placed copies of the comprehensive background check and fingerprint results in	3/14/2023

	signed consent and disclosure on file.	the files at Marquette on 3/14/2023	
R 400.8125 Staff; volunteer; requirements.	During my onsite review of child care staff members files it was found that all five employees did not have a written statement indicating that they are aware abuse and neglect is against the law, that they have been informed of the center's policies on child abuse and neglect, and that they know they are mandated reporters.	This information is available in the HR tracking form. I have also made copies of this information and have placed them in the staff files on-site on 3/14/2023.	3/14/2023
R 400.8128 Staff; volunteer; tuberculosis.	During my onsite review of child care staff members files it was found that three employees did not have documentation that they were free of the communicable disease tuberculosis.	Staff is required to complete this at the time of hire. Each year the staff complete a survey of risk. This has been placed in the file on-site on 3/14/2023.	3/14/2023
R 400.8143 Children's records.	During my onsite inspection it was found that one classroom did not include the child's last name.	Daily sign-in/out sheets are used by staff/guardians, as well as Child Plus attendance (online) Face-to-name active supervision is also in place. The first and last names are on the children's records at this time 3/6/2023.	3/6/2023
R 400.8143 Children's records.	During my review of the 10/32 child files, I found that three children were missing the physical evaluation signed by a licensed physician that is required within 30 days of the child's initial attendance.	Child files include medical records along with documentation on methods to obtain the medical records with appointment dates. The staff will notify parents that children are not able to attend if the medical record is not up-to-date. Updated medical records are filed as required.	3/15/2023

R 400.8161 Emergency procedures.	There are several emergency postings within the classrooms of this child care center, there are some that are posted and others that are in a large binder. The department requires that there be a written procedure for fire, tornado, natural/manmade disaster, and serious/accident injury be posted for parents and staff have easy accessibility to. During my onsite inspection it was found that the plans that are posted do not include where the children will be moved to for a relocation site, how parents will be contacted in each event, and how children with special needs or chronic medical conditions will be cared for in each type of emergency.	The emergency procedures have been updated with the new evacuation location. The plan does include a relocation site, and a written plan is available for children requiring special needs (accommodation) during an emergency. This document will be complete only if needed. For any child with chronic medical needs, the medical action plan is in the first aid bag with medication. This is part of the procedure to take the first aid bag anytime they leave the classroom. Completed 3/14/2023.	3/14/2023
R 400.8161 Emergency procedures.	In speaking with program director, Ms. Richards, she indicated that the school hosts fire drills on Fridays when the child care children and staff are not in attendance. Explained that the child care still needs to meet the requirement of a fire drill quarterly so can do it with the school or on their own. In speaking with program director, Ms. Richards, she indicated that the school	Practice drills(fire and tornado) will be conducted in the preschool rooms. The building drills are held on Fridays when we are not in session. On-going drills will be practiced during the 2022-2023 school year.	

	hosts tornado drills on Fridays when the child care children and staff are not in attendance. Explained that the child care still needs to meet the requirement of a tornado drill quarterly so can do it with the school or on their own.		
R 400.8164 Telephone service.	The emergency phone number posting does not include phone numbers for fire and police departments.	Each classroom was issued another set of emergency numbers that are required by licensing. Completed 3/14/2023	3/14/2023

Sincerely,



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