



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 6, 2023

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

RE: License #: DC610383252
Marquette Elementary
480 Bennett Street
Muskegon, MI 49442

Dear Mrs. Aamodt:

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 3/1/2023, I found *ten* violations. The violations are listed below and explained in the attached report:

R 400.8161(5)	Emergency procedures.
R 400.8161(6)	Emergency procedures.
R 400.8161(2)	Emergency procedures.
R 400.8143(10)	Children's records.
R 400.8164(3)	Telephone service.
R 400.8112(2)(b)	Comprehensive background check; fingerprinting
R 400.8110(12)(a)	Applicant; licensee; licensee designee; requirements.
R 400.8128	Staff; volunteer; tuberculosis.
R 400.8125(5)	Staff; volunteer; requirements
R 400.8143(6)	Children's records.

Due to the violations, you must send us a corrective action plan by 3/26/2023. 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.

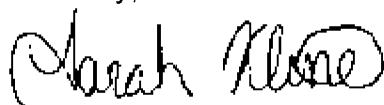
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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 517-284-0937.

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

Sincerely,



Tarah Kline, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
Cell: 616-916-2490
Fax: 517-763-0217

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC610383252
Licensee Name:	MAISD (Muskegon Area Intermediate School District)
Licensee Address:	630 Harvey Muskegon, MI 49442
Licensee Telephone #:	(231) 777-2637
Licensee/Designee:	Diane Aamodt, Designee
Name of Facility:	Marquette Elementary
Facility Address:	480 Bennett Street Muskegon, MI 49442
Facility Telephone #:	(231) 720-2561
Original Issuance Date:	08/23/2016
Capacity:	45
Age Range:	Ages 3 years 0 months Thru 5 years 0 months
Program Components:	GSRP HEAD START

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/01/2023
Date of Environmental Health Inspection: 09/29/2022
Date of Fire Safety Inspection: 12/02/2022
Date of Lead Hazard Risk Assessment, if applicable: 04/14/2014
Date of Documentation of Playground Compliance, if applicable: N/A

		No. of Records Reviewed
No. of children enrolled in care	32	10
No. of staff employed	5	5
No. of volunteers	0	0
No. of children present at time of inspection	25	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	25	

Persons Interviewed: Licensee/Licensee Designee ☐
 Program Director ☒
 Caregiving staff ☒

Approved Child Use Space: Room 109, Room 108, Gym and Auditorium
Approved Program Director: Katherine Richards
Approved Central Administrator: None
Approved Variances: None
Key Indicator Inspection: No

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center 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 center's records, including staff records and children's records. Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

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

R 400.8110 Applicant; licensee; licensee designee; requirements.

(12) The following records must be retained and available to the department:

(a) The name, address, and telephone number for each child enrolled and each employee for at least 2 years after the individual leaves the center.

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.

R 400.8112 Comprehensive background check; fingerprinting.

(2) An applicant or licensee shall do all of the following:

(b) Maintain a copy of the completed and signed form or forms for each individual entered into the child care background check system under the license.

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 signed consent and disclosure on file.

R 400.8125 Staff; volunteer; requirements.

(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:

(a) The individual is aware that abuse and neglect of children is against the law.

(b) The individual has been informed of the center's policies on child abuse and neglect.

(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

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.

R 400.8128 Staff; volunteer; tuberculosis.

A center shall keep on file at the center evidence to verify that each child care staff member and each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering.

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.

R 400.8143 Children's records.

(11) A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If they are used, then they must be available to the department at the time of an inspection; and, if the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.

During my onsite inspection it was found that one classroom did not include the child's last name.

R 400.8143 Children's records.

(6) Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits:

(c) For preschoolers, within the preceding 12 months.

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.

R 400.8161 Emergency procedures.

- (2) The written procedures must include all of the following:
 - (b) A plan for safely moving children to a relocation site.
 - (e) A plan for contacting parents and reuniting families.
 - (f) A plan for how each child with special needs will be accommodated during each type of emergency.
 - (h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

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.

R 400.8161 Emergency procedures.

- (5) A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

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.

R 400.8161 Emergency procedures.

- (6) A tornado drill program, consisting of at least 2 tornado drills between the months of March through November, must be established and implemented.

In speaking with program director, Ms. Richards, she indicated that the school 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.

(3) Emergency phone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and 2 main cross streets, must be conspicuously posted in a place visible to staff.

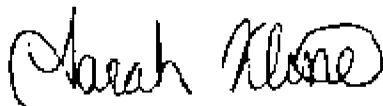
The emergency phone number posting does not include phone numbers for fire and police departments.

Technical Assistance was provided on the following area:

- Many child information cards were missing date of admission, employer name of parents and employer phone number for parents.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend no change in license status.



3/6/2023

Tarah Kline
Licensing Consultant

Date