



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

December 12, 2018

Margaret Rogers  
Marquette Area Public Schools  
706 Chippewa Square  
Marquette, MI 49855

RE: License #: DC520019726  
**Sandy Knoll Elementary School**  
**401 N. Sixth Street**  
**Marquette, MI 49855-3359**

Dear Mrs. Rogers:

Attached is the Licensing Study Report for the above referenced facility. Due to one or more rule violations, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and 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. If you fail to submit an acceptable corrective action plan, disciplinary action will result.

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 (906) 226-4171.

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

Sincerely,



Anne O'Neill, Licensing Consultant  
Bureau of Community and Health Systems  
234 W. Baraga Ave.  
Marquette, MI 49855  
(906) 290-2131

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC520019726
<b>Licensee Name:</b>	Marquette Area Public Schools
<b>Licensee Address:</b>	1201 W Fair Ave Marquette, MI 49855
<b>Licensee Telephone #:</b>	(906) 225-4400
<b>Licensee/Designee:</b>	Margaret Rogers, Designee
<b>Name of Facility:</b>	Sandy Knoll Elementary School
<b>Facility Address:</b>	401 N. Sixth Street Marquette, MI 49855-3359
<b>Facility Telephone #:</b>	(906) 225-4281
<b>Original Issuance Date:</b>	
<b>Capacity:</b>	50
<b>Age Range:</b>	Ages 4 years 9 months Thru 12 years
<b>Program Components:</b>	TRANSPORTATION SCHOOL AGE

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 12/04/2018  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 11/09/2018  
 Date of Lead Hazard Risk Assessment, if applicable: Exempt  
 Date of Documentation of Playground Compliance, if applicable: Exempt

		No. of Records Reviewed
No. of children enrolled in care	75	20
No. of staff employed	8	8
No. of volunteers	0	0
No. of children present at time of inspection	14	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	14	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The gym and rooms 131 and 107 are approved.  
 Approved Program Director: Leslie Brasure  
 Approved Central Administrator: Margaret Rogers  
 Approved Variances: None  
 Key Indicator Inspection: No.

## 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 400.8146 Information provided to parents.**

**(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:**

**(j) Notice of the availability of the center's licensing notebook. The notice shall include all of the following:**

**(i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010.**

The written information documentation was abbreviated and did not include the date of May 28, 2010.

**R 400.8161 Emergency procedures.**

**(7) A written log indicating the date and time of fire and tornado drills shall be kept on file at the center.**

No fire and tornado drill documentation was available for 2017.

**R 400.8164 Telephone service.**

**(3) Emergency telephone numbers, including 911, fire, police, and the poison control center, and the facility's physical address and 2 main cross streets, shall be conspicuously posted immediately adjacent to all center telephones.**

The emergency number sheet was not posted near the phone.

During the inspection, I observed the children engaged in games and free play activities before school. The caregivers walked the children to their classrooms at the commencement of the school day. The children have the opportunity to eat breakfast through the school breakfast program while at the before school program.

**III. RECOMMENDATION**

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license to this child care center.

 December 11, 2018

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Anne O'Neill  
Licensing Consultant

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Date