



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

February 3, 2020

Marquette Area Public Schools  
Attention: Megan Simmons  
1201 W Fair Ave  
Marquette, MI 49855

RE: License #: DC520019724  
**Superior Hills Elementary School**  
**1201 S. McClellan Avenue**  
**Marquette, MI 49855-9686**

Dear Ms. Simmons:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 01/23/2020. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

The violations that were found are:

**R 400.8134      Hand washing.**

(4) Guidelines for hand washing must be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.

The handwashing sign was not posted in the girls' bathroom used by the children.

**R 400.8161      Emergency procedures.**

(4) The crisis management plan required by subrule (2) of this rule must be maintained in a place known and easily accessible to all personnel.

The crisis management plan was posted on the bulletin board with the other emergency plans instead of where only personnel can view it.

**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.

No tornado drill was held between March and November of 2019.

Due to the violations, you must send us a corrective action plan by 2/24/2020. 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, there will be no change to your license status.

During the inspection, I observed children having a snack and engaging in developmentally appropriate activities. The children were preparing for outdoor play.

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection 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 (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