



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

Michelle Richard  
ACTING DIRECTOR

6/3/2024

John Sanford  
Pinconning Area Schools  
415 Arthur St,  
Pinconning, MI, 48650

License Number: DC090367095  
Special Investigation Number: SI-00123392

Dear John Sanford,

I conducted a special investigation because the child care licensing division received a complaint against your facility that related to licensing rules or law. The allegations were related to the following:

Rule/Law Number	Rule Description
R 400.8110(5)	The actual number and ages of children in care at any time must never exceed the number and ages of children for which the center is licensed.
R 400.8167(3)	A center shall provide a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.

The details of the allegations are in the attached report. To investigate the allegations:

- I interviewed: school principal, program director, and licensee designee.
- I completed on-site inspections on the following dates: 5/20/24

As a result of this investigation, I found the following violation(s):

Rule/Law Number	Rule Description
R 400.8110(5)	The actual number and ages of children in care at any time must never exceed the number and ages of children for which the center is licensed.
R 400.8167(3)	A center shall provide a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.

Due to the violations, you must send us a [corrective action plan](#) by 6/24/2024. You can use our corrective action plan form or create your own.

If you need help writing the corrective action plan, please contact licensing consultant Stacy Tomczak at 989-798-4738 or [tomczaks@michigan.gov](mailto:tomczaks@michigan.gov). If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

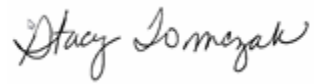
- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

<b>During this special investigation:</b>	<b>Yes</b>	<b>No</b>
A rule or law violation was found and a serious injury or death occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A rule or law violation was found and abuse and/or neglect of a child occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

This report and any related corrective action plans must be filed in your licensing notebook. This report and any related corrective action plans will be online for parents to review under the [Statewide Search for Licensed Child Care Centers and Homes](#).

Please review this report for accuracy and contact your consultant, Stacy Tomczak at 989-798-4738 or tomczaks@michigan.gov. In the event that Stacy Tomczak is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Stacy Tomczak".

Stacy Tomczak, Licensing Consultant

Enclosure

**MICHIGAN DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
CHILD CARE LICENSING**

**Report Type:** Special Investigation Report

**Date of Report:** 6/3/2024

<b>Special Investigation Number</b>	<b>Complaint/Incident Receipt Date</b>
SI-00123392	05/17/2024
<b>Investigation Initiation Date</b>	<b>Report Due Date</b>
5/23/2024	07/22/2024
<b>License Number</b>	<b>Licensee Name(s)</b>
DC090367095	Pinconning Area Schools
<b>Facility Name</b>	<b>Licensee Designee(s)</b>
Linwood Early Childhood Program	John Mitchell Sanford
<b>Program Type</b>	
Center	
<b>Capacity</b>	
18	
<b>Facility Address</b>	<b>Mailing Address</b>
517 W Center Street, Linwood, MI, 48634	415 Arthur St, Pinconning, MI, 48650
<b>Facility Phone Number</b>	<b>Facility Email Address</b>
9896975711	sanfordj@pasd.org
<b>Original License Issuance Date</b>	<b>License Status:</b>
11/21/2014	Regular
<b>License Effective Date:</b>	<b>License Expiration Date:</b>
5/21/2023	5/20/2025

**ALLEGATION(S)**

	<b>Violation Established?</b>	
On 5/13/24, it was discovered that Linwood Elementary was operating a before and after school program for school age children.	Yes	
The school is operating a before and after school program in a classroom that was not approved for child care use.	Yes	

**METHODOLOGY**

<b>Date</b>	<b>Activity</b>
5/23/2024	Special Investigation Case Created SI-00123392
5/20/2024	Contact – Face to Face Interviewed Tara Gwisdala, Linwood Elementary Principal
5/20/2024	Special Investigation Initiated via Phone Call

	Interviewed Program Director
5/20/2024	Inspection Completed On-Site
5/23/2024	Exit Conference Interviewed John Sanford, licensee designee

**ALLEGATION: On 5/13/24, it was discovered that Linwood Elementary was operating a before and after school program for school age children.**

**INVESTIGATION:**

On 5/20/2024 at 1:54 p.m. I interviewed the program director from Linwood Elementary School. She said that she was aware of the after-school program and one of her preschool children, Child A (male, 5 years old) attended the program after school because his parents desperately needed it. In the past preschool children did not attend the program. I went to Linwood Elementary School and arrived at 3:00 p.m. I spoke with Tara Gwisdala, principal. Ms. Gwisdala confirmed that they did have a before and after school program. It stopped operating last Friday when she was told that they were not operating within the license. Ms. Gwisdala stated that before school they have one person that stays with the children when they are dropped off at school early. In the afternoon there were two teachers that worked the program. They mostly were doing academic enrichment during the program. They parents were not charged for using it and she confirmed a preschooler did attend the program. The room that the program was held in was in a classroom that was not approved for child care use. I reviewed the school handbook with her and pointed out that their school handbook stated that they may provide before and after school services to help parents out with "day care". On 5/23/24, I had an exit conference with John Sanford, licensee designee. He understood that to run a child care program the license would need to be modified. The program has ceased operating.

**RULE/STATUTORY VIOLATIONS:**

APPLICABLE RULES	
R 400.8110(5)	The actual number and ages of children in care at any time must never exceed the number and ages of children for which the center is licensed.
ANALYSIS:	A before and after school program was operating during the school year for school age children and the license does not go up to school age.
CONCLUSION:	<b>Violation Established</b>

**ALLEGATION: The school is operating a before and after school program in a classroom that was not approved for child care use.**

**INVESTIGATION:**


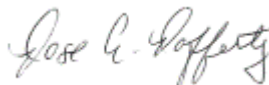
A classroom that was not previously approved space was being used to hold the before and after school program.

**RULE/STATUTORY VIOLATIONS:**

APPLICABLE RULES	
R 400.8167(3)	A center shall provide a floor plan of all child use areas to the department at initial licensure and before making structural changes or adding any child use space. Only space that has received prior approval for child use by the department may be used for child care.
ANALYSIS:	The center was using a room for the before and after school program that was not approved for child care use.
CONCLUSION:	<b>Violation Established</b>

**BUREAU RECOMMENDATION**

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

Approved By:	
 Stacy Tomczak      06/03/2024 <b>Consultant</b> <b>Date</b>	 Rose A. Rafferty      06/03/2024 <b>Area Manager</b> <b>Date</b>