



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 20, 2022

Allison Lowry  
Tri-County Council For Child Development  
775 Hazen Street  
Paw Paw, MI 49079

RE: License #: DC110340624  
Investigation #: 2022D0232008  
Sawyer Head Start

Dear Mrs. Lowry:

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:

R 400.8125(1) Staff; volunteer; requirements.

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

- I interviewed program director, licensee designee, child care staff members, parents and children.
- I completed on-site inspections on the following dates: 04/15/2022, 04/29/2022 and 5/11/2022.

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

**R 400.8125(1) Staff; volunteer; requirements.**

I recommend no change to the current license status.

Due to the violations, you must send us a corrective action plan by 06/08/2022. 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.

<b>During this special investigation: 2022D0232008</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 the enclosed documentation for accuracy and 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) 284-0183.

Sincerely,



Davida McShan, Licensing Consultant  
 Bureau of Community and Health Systems  
 Unit 13, 7th Floor  
 350 Ottawa, N.W.  
 Grand Rapids, MI 49503  
 (269) 615-5087

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
SPECIAL INVESTIGATION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC110340624
<b>Investigation #:</b>	2022D0232008
<b>Complaint Receipt Date:</b>	03/25/2022
<b>Investigation Initiation Date:</b>	03/25/2022
<b>Report Due Date:</b>	05/24/2022
<b>Licensee Name:</b>	Tri-County Council For Child Development
<b>Licensee Address:</b>	775 Hazen Street Paw Paw, MI 49079
<b>Licensee Telephone #:</b>	(269) 657-2581
<b>Administrator:</b>	Allison Lowry, Designee
<b>Licensee Designee:</b>	Allison Lowry, Designee
<b>Name of Facility:</b>	Sawyer Head Start
<b>Facility Address:</b>	5791 Sawyer Road Sawyer, MI 49125
<b>Facility Telephone #:</b>	(269) 426-4400
<b>Original Issuance Date:</b>	08/28/2013
<b>License Status:</b>	REGULAR
<b>Effective Date:</b>	02/26/2022
<b>Expiration Date:</b>	02/25/2024
<b>Capacity:</b>	20
<b>Program Type:</b>	CHILD CARE CENTER

## II. ALLEGATION(S)

	<b>Violation Established?</b>
Child A was left unsupervised in the hallway for approximately two minutes.	Yes

## III. METHODOLOGY

03/25/2022	Special Investigation Intake 2022D0232008
03/25/2022	Special Investigation Initiated - Letter E-mail to Licensee Designee, Allison Lowry.
03/26/2022	Contact - Document Received E-mail from Licensee Designee, Allison Lowry.
04/15/2022	Inspection Completed On-site Attempted contact at the center.
04/29/2022	Inspection Completed On-site Attempted contact at the center at approximately 1:00 PM.
05/04/2022	Contact - Face to Face at 11:20 AM. Contact with Licensee Designee, Allison Lowry at Head Start Administration Building.
05/11/2022	Inspection Completed On-site 12:15PM Unannounced on-site inspection. Interview with Program Director, Shelby Basham and Child Care Staff Member, Jill Brown.
05/19/2022	Contact – Telephone call Telephone interviews with Child B’s Mother, Child C’s Mother, Child D’s Mother and Child E’s Mother.
05/19/2022	Contact – Telephone call Telephone messages to Child A’s Mother and Child Care Staff Members, Shari Ferguson and Stephanie Rochefort.

05/19/2022	Exit conference E-mail sent to Licensee Designee, Allison Lowry.

**ALLEGATION: Child A was left unsupervised in the hallway for approximately two minutes.**

**INVESTIGATION:** On 03/25/2022 I e-mailed Licensee Designee, Allison Lowry and explained that I received a complaint that Child A was left in the hallway unsupervised for approximately two minutes. Ms. Lowry e-mailed me on 03/26/2022 stating that she received my e-mail and was aware that a special investigation had been open.

I attempted an unannounced on-site inspection on 03/15/2022 and 04/29/2022, the center was closed at those times.

On 05/04/2022 at approximately 11:20 AM. I interviewed Licensee Designee, Allison Lowry, at Head Start Administration Building in Paw Paw. Ms. Lowry stated she had the video footage of Child A leaving the classroom. Child A was in the hallway and unsupervised for just under two minutes. She explained that since the incident, the center has installed an alarm that is louder in volume than the one they had during the time of the incident.

I reviewed the video footage of Child A leaving the classroom. According to the video, the incident occurred on 03/16/2022. I observed four Child Care Staff Members in the classroom, interacting with the children in care. At 11:03 and 25 seconds Child A walked out of the classroom. Child A walked out of the classroom at the exact time that all of the Child Care Staff Members had their backs turned away from the door. Child A walked out of the classroom and the alarm went off. No one heard the alarm. Child A was without supervision until 11:05 and 18 seconds. Child A was returned to the classroom by another employee that worked in the same building, exactly 1 minute and 53 seconds later. Child A did not leave the building, only the classroom.

I made an unannounced on-site inspection on 05/11/2022 at approximately 12:15 PM. I interviewed Program Director, Shelby Basham and Child Care Staff Member, Jill Brown.

Ms. Basham explained that Child A has some behavioral issues and has been known to try and leave the classroom in the past. She went on to state that she was interacting with another child and had her back towards the door at the exact time that Child A left the room. Ms. Basham stated she did not hear the alarm that is connected to the classroom door, go off when Child A left the room. Ms. Basham was very remorseful and explained that Head Start bought a new alarm that is a lot

louder than the original alarm. She also stated that they talked about having a Child Care Staff Member assigned to always supervise Child A. Ms. Basham believes that the center is doing everything they can to make sure the incident doesn't happen again.

Ms. Brown stated that she was prepping lunch when Child A left the room. She was prepping on the counter by the office area. She had a clear view of the entire classroom; however she was busy preparing lunch. She stated that she looked up from prepping lunch and noticed that Child A was not in the room. Ms. Brown stated she was just about to ask one of the other Child Care Staff Members where Child A was when another employee who works in the building brought Child A back to the classroom. Ms. Brown stated that the classroom now has an alarm that is a lot louder than the original alarm. The staff also makes sure they are always watching Child A. Ms. Brown confirmed that Child A did not leave the building, only the classroom.

On 05/19/2022 I conducted telephone interviews with Child B's Mother, Child C's Mother, Child D's Mother and Child E's Mother. None of the parents had any concerns about the center.

That same date I left telephone messages for Child A's Mother and Child Care Staff Members, Shari Ferguson and Stephanie Rochefort. I have not heard from them to date.

<b>APPLICABLE RULE</b>	
<b>R 400.8125</b>	<b>Staff; volunteer; requirements.</b>
	<b>(1) All staff and volunteers shall provide appropriate care and supervision of children at all times.</b>
<b>ANALYSIS:</b>	The Child Care Staff Members did not provide appropriate care and supervision when Child A walked out of the classroom alone for approximately 1 minute and 53 seconds.
<b>CONCLUSION:</b>	<b>VIOLATION ESTABLISHED</b>

**IV. RECOMMENDATION**

Upon receipt of an acceptable corrective action plan, I recommend the center remain under regular license status.



05/20/2022

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Davida McShan  
Licensing Consultant

Date

Approved By:



05/20/2022

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Yolanda Sims  
Area Manager

Date