



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

Marlon I. Brown, DPA
ACTING DIRECTOR

1/19/2024

Hillsdale Community Schools
30 S. Norwood,
Hillsdale, MI, 49242

License Number: DC300364277
Special Investigation Number: SI-00080392

Dear Hillsdale Community Schools,

I conducted a special investigation because the child care licensing bureau 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 400.8140(2)	All of the following means of punishment are prohibited: -Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.

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

- I interviewed: program director, child care staff members, and parents.
- I completed on-site inspections on the following dates: 12/8/2023 and 12/21/2023

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

Rule/Law Number	Rule Description
R 400.8140(2)	All of the following means of punishment are prohibited: -Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
R 400.8158(2)	A licensee, licensee designee, or program director shall report to the child's parent and the department, directly or via phone, fax, or email, within 24 hours of the occurrence of any of the following: b. An incident involving an allegation of inappropriate contact.

R 400.8158(4)	A licensee, licensee designee, or program director shall submit a written report to the department of the occurrences outlined in subrules (1), (2), and (3) of this rule, in a format provided by the department, within 72 hours of the verbal report to the department.
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I recommend no change to the current license status.

Due to the violations, you must send us a corrective action plan by 2/8/2024. You can use our [corrective action plan](#) form or create your own. You can also complete one using CCHIRP.

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.

During this special investigation:	Yes	No
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, Kari Shepherd at (517) 582-8039 or shepherdk6@michigan.gov. In the event that Kari Shepherd 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 black ink, appearing to read "Kari Shepherd". The signature is fluid and cursive, with the first name "Kari" being more prominent than the last name "Shepherd".

Kari Shepherd, Licensing Consultant

Enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU**

Report Type: Special Investigation Report

Date of Report: 1/19/2024

Special Investigation Number	Complaint/Incident Receipt Date
SI-00080392	12/6/2023
Investigation Initiation Date	Report Due Date
12/7/2023	2/6/2024
License Number	Licensee Name(s)
DC300364277	Hillsdale Community Schools
Facility Name	Licensee Designee(s)
Bailey Elementary School	Allison Lynn Wirick
Program Type	Central Administrator(s)
Center	
Capacity	Program Director(s) Name
84	Allison Lynn Wirick Qualifications: R 400.8113(7)(a) (9). Date PD Approved: 8/15/2022
Facility Address	Mailing Address
59 S. Manning Street, Hillsdale, MI, 49242	30 S. Norwood, Hillsdale, MI, 49242
Facility Phone Number	Facility Email Address
5174377369	allison.wirick@hillsdaleschools.org
Original License Issuance Date	License Status:
10/14/2014	Regular
License Effective Date:	License Expiration Date:
4/14/2023	4/13/2025

ALLEGATION(S)

	Violation Established?	
On 11/29/2023, Child Care Staff Member 1 inappropriately disciplined Child A when Child Care Staff Member 1 picked Child A up forcefully from the floor and placed him into a chair.	Yes	
Additional Findings	Yes	

METHODOLOGY

Date	Activity
12/7/2023	Special Investigation Case Created SI-00080392
12/7/2023	Contact – Email Received Email exchange with Allison Wirick
12/8/2023	Special Investigation Initiated via On-site

	Onsite from approximately 9:30 AM until 11:30 AM with Child Care Licensing Consultant, Carrie Harris. Interviewed program director/licensee designee, Allison Wirick, and child care staff member 3, child care staff member 4, child care staff member 5, child care staff member 6, and child care staff member 7 to determine the details of the incident reported.
12/21/2023	Inspection Completed On-Site Onsite from approximately 9:00 AM until 10:15 AM with Child Care Licensing Consultant, Carrie Harris. Interviewed child care staff member 8 and program director and licensee designee, Allison Wirick.
12/21/2023	Contact – Phone Call Made Phone contact with Child A's mother, Angela Mentink from Early Impressions Preschool, Officer Cratsenburg, School Resource Officer Kyle Kristen. Attempted phone contact with Child B's mother.
1/12/2024	Contact – Phone Call Made Attempted phone contact with Child C's Mother and CCSM 2. Attempted email contact with CCSM 2.
1/18/2024	Contact – Phone Call Made Phone contact with Child D's Mother. Attempted phone contact with Child E's Mother and CCSM 2.
1/19/2024	Exit Conference Exit conference with license designee and program director, Allison Wirick, via telephone

ALLEGATION: On 11/29/2023, Child Care Staff Member 1 inappropriately disciplined Child A when Child Care Staff Member 1 picked Child A up forcefully from the floor and placed him into a chair.

INVESTIGATION:

I conducted an unannounced onsite inspection at the center on 12/8/2023. Child Care Licensing Consultant, Carrie Harris, was present. I advised the licensee designee and program director, Allison Wirick, of the allegations and conducted interviews with Allison Wirick, Child Care Staff Member (CCSM) 3, CCSM 4, CCSM 5, CCSM 6, and CCSM 7.

Allison Wirick indicated that she was out of the center during the week the incident occurred and CCSM 2 was filling in for her during that time. Allison Wirick stated that on 11/29/2023, CCSM 1 and CCSM 8 were alone in the classroom during the incident. CCSM 3 was out of the room with Child B at the time of the incident. Child A was excitedly screeching during free choice time in the block area. CCSM 1 asked him to stop, Child A did not stop. CCSM 1 got up from the chair she was sitting in and walked over to Child A, who was sitting on the floor at the time. CCSM 1 grabbed Child A under

the arms and quickly picked him up. Child A was placed in a chair. Allison Wirick showed brief video footage of the incident to Carrie Harris and me. The video footage showed CCSM 1 aggressively picking up Child A but cut out before the child was placed in the chair. The video footage was taken by CCSM 8.

Allison Wirick stated that she had concerns about CCSM 1's tone being inappropriate or harsh with children, but she was never made aware of any inappropriate discipline method incidents.

CCSM 3 indicated that she was out of the room with Child B during the time of the incident, but when she returned to the classroom, CCSM 8 informed her of what had happened and showed her the video. CCSM 3 stated that when she returned to the classroom, Child A was sitting quietly in a chair in the middle of the room which was abnormal for him to be doing during free choice time. She said that she noticed he was crying. CCSM 3 stated that Child A does not speak a lot, but grabbed at his sides and made an "ow" noise. CCSM 3 checked Child A for any marks but did not see any marks or bruises.

CCSM 4 indicated that she does not have a first-hand account of the 11/29/2023 incident. She stated that she had witnessed CCSM 1 being harsh with her tone with children before the incident in question and had grabbed Child A by the arm aggressively the morning of 11/29/2023.

CCSM 5 stated that she witnessed CCSM 1 nudge Child C into a door on 11/28/2023 and had seen CCSM 1 use an unfriendly tone when talking with children on multiple occasions.

CCSM 6 mentioned that CCSM 1 discussed being "let go" for her previous employer for targeting a child and that she was accused of grabbing a child by the arm at the previous child care center.

CCSM 7 stated that she was shown the video taken by CCSM 8 of the incident on 11/29/2023 with CCSM 1 and Child A. She did not see the incident directly but had seen CCSM 1 use a loud voice and inappropriately scold children on multiple occasions.

Before leaving the facility on 12/8/2023, Allison Wirick mentioned that CCSM 1 was placed on administrative leave after the incident on 11/29/2023 was reported to CCSM 2 and Allison Wirick. CCSM 1 was terminated by school superintendent, Shawn Vondra, on 12/7/2023.

On 12/21/2023, Child Care Licensing Consultant, Carrie Harris, and I returned to the facility. We interviewed CCSM 8 and Allison Wirick.

CCSM 8 stated that she was the only CCSM to witness the incident and she was the one to record the short video. She indicated that she saw Child A sitting on the floor playing with cars. Child A was excitedly screeching while playing. CCSM 1 told Child A

to quiet down. When Child A did not quiet down, CCSM 1 aggressively got out of her chair and went to Child A. This is when CCSM 8 begins recording the video. CCSM 1 grabbed Child A under the arms and quickly picked him up. CCSM 8 stopped recording the video once CCSM 1 began to turn around with Child A in her arms. CCSM 8 stated that CCSM 1 then walked Child A over to a chair and placed him into the chair with force.

CCSM 8 stated that she began recording the video because she had seen CCSM 1 be aggressive with her tone and actions with children before. Once placed in the chair, Child A was crying. At this time, CCSM 3 returned to the classroom with Child B and CCSM 8 informed CCSM 3 of the incident. Child A was crying and upset after the event.

I interviewed Child A's Mother, Officer Cody Cratsenburg, School Resource Officer Kyle Kirsten over the phone on 12/21/2023. I attempted phone contact with Child B's Mother on 12/21/2023. As of the writing of this report, I have not spoken with Child B's Mother.

Child A's Mother stated that they were told about the incident from CCSM 2 but were not given much information about what had happened. Child A's Mother spoke with CCSM 3 on 12/6/2023. She stated that CCSM 3 told her that CCSM 1 grabbed Child A on 11/29/2023 and aggressively put him in a chair. Child A's Mother stated that Child A does not speak very much but did not indicate any pain after the event. She did not see any bruises or marks on Child A. Child A's Mother stated that she filed a police report and contacted the school superintendent, Shawn Vondra about the incident. Child A's Mother stated that they are very happy with the program other than this event and Child A has continued to attend the program.

Officer Cody Cratsenburg stated that the School Resource Officer Kyle Kirsten took the report. School Resource Officer Kyle Kirsten indicated that the police report was closed on the day that the complaint was made because no crimes were committed.

On 1/12/2024, I attempted phone contact with Child C's Mother and CCSM 2. I also attempted email contact with CCSM 2 on 1/12/2024. On 1/18/2024, I attempted phone contact with CCSM 2 and Child E's Mother. As of the writing of this report, I have not spoken with CCSM 2, Child C's Mother, or Child E's Mother.

On 1/18/2024, I interviewed Child D's Mother over the phone. Child D's Mother stated that her child enjoys going to school. She said that there was an incident before when CCSM 1 grabbed Child D by the arm and walked with her up the stairs. She said that the school was very forthcoming with her about the incident, and she has no ongoing concerns with inappropriate discipline of children. Child D's Mother stated that she has substitute taught in the school before and never witnessed any staff members physically disciplining children or yelling at children.

I conducted an exit conference with Allison Wirick over the phone on 1/19/2024. We discussed the importance of training staff members in the use of appropriate discipline methods. We also discussed how to appropriately report incidents directly to licensing

within 24 hours and by writing within 72 hours. We discussed the importance of making any administrators who are filling in at any time aware of this requirement as well so that reporting can happen timely.

RULE/STATUTORY VIOLATIONS:

APPLICABLE RULES	
R 400.8140(2)	All of the following means of punishment are prohibited: -Hitting, spanking, shaking, biting, pinching, or inflicting other forms of corporal punishment.
ANALYSIS:	CCSM 1 was forceful with Child A and used inappropriate discipline when she picked up Child A from the floor and placed him in a chair.
CONCLUSION:	Repeat Violation Established Reference: 2022D0207009: 5/10/2022: Violation Established;

ADDITIONAL FINDINGS

INVESTIGATION:

On 12/7/2023, Allison Wirick sent an email to Child Care Licensing Area Manager, Charnell Lennox, stating that on 11/29/2023, an incident occurred where a staff member picked up a student off the floor and placed them into a chair.

I conducted an unannounced onsite inspection at the center on 12/8/2023. Child Care Licensing Consultant, Carrie Harris, was present. I advised Allison Wirick of the allegations and conducted interviews with Allison Wirick and CCSM 3.

Allison Wirick indicated that she was out of the center during the week the incident occurred and CCSM 2 was filling in for her during that time. She indicated that CCSM 2 is not a regular employee of the child care facility, but is an administrator within the school district.

CCSM 3 stated that in the morning of 11/30/2023, CCSM 3 and CCSM 8 reported the incident to Allison Wirick and CCSM 3.

An incident report was submitted by Allison Wirick through the CCHIRP system on 12/8/2023.

On 12/21/2023, Child Care Licensing Consultant, Carrie Harris, and I returned to the facility. We interviewed CCSM 8.

CCSM 8 stated that she and CCSM 3 reported the incident to CCSM 2 on the morning of 11/30/2023.

I attempted phone communication with CCSM 2 on 1/12/2024 and 1/18/2024. I attempted email communication with CCSM 2 on 1/12/2024. As of the writing of this report, I have not spoken with CCSM 2.


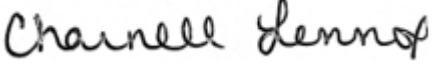
RULE/STATUTORY VIOLATIONS:

APPLICABLE RULES	
R 400.8158(4)	A licensee, licensee designee, or program director shall submit a written report to the department of the occurrences outlined in subrules (1), (2), and (3) of this rule, in a format provided by the department, within 72 hours of the verbal report to the department.
ANALYSIS:	Program Director or Licensee Designee failed to submit a written report to the department of the occurrence of an incident involving the allegation of inappropriate contact, including physical discipline of a child by a child care staff member, within 72 hours of the occurrence.
CONCLUSION:	Violation Established

APPLICABLE RULES	
R 400.8158(2)	A licensee, licensee designee, or program director shall report to the child's parent and the department, directly or via phone, fax, or email, within 24 hours of the occurrence of occurrence of an incident involving the allegation of inappropriate contact, including physical discipline of a child by a child care staff member.
ANALYSIS:	Program Director or Licensee Designee failed to report to the department, directly or via phone, fax, or email within 24 hours of the occurrence of an incident involving the allegation of inappropriate contact, including physical discipline of a child by a child care staff member.
CONCLUSION:	Violation Established

Bureau Recommendation
You have submitted an acceptable corrective action plan. I recommend no change in the status of this license.

Approved By:

 Kari Shepherd Consultant	1/19/2024 Date	 Charnell Lennox Area Manager	01/19/2024 Date