



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

Marlon I. Brown, DPA
ACTING DIRECTOR

11/21/2023

Lil' Beginners Learning Center II, LLC
130 East St.
Napoleon, MI, 49261

License Number: DC380398918
Special Investigation Number: SI-00079510

Dear Lil' Beginners Learning Center II, LLC,

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 400.8182(3)(a)	Infants and toddlers, birth until 30 months of age, child care staff member to child ratio of 1 to 4, maximum group size of 12.

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

- I interviewed the program director/licensee and child care staff members.
- I completed on-site inspections on the following dates: 11/14/2023

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

Rule/Law Number	Rule Description
R 400.8182(3)(a)	Infants and toddlers, birth until 30 months of age, child care staff member to child ratio of 1 to 4, maximum group size of 12.
R 400.8110(6)	The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.

Due to the violations, you must send us a [corrective action plan](#) by 12/6/2023. 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 Karen Woodman at 517-285-9301 or woodmank1@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.

During this special investigation:	Yes	No
A rule or law violation was found and a serious injury or death occurred.	☐	☒
A rule or law violation was found and abuse and/or neglect of a child occurred.	☐	☒

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, Karen Woodman at 517-285-9301 or woodmank1@michigan.gov. In the event that Karen Woodman is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Karen Woodman, Licensing Consultant

Enclosure

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

Report Type: Special Investigation Report

Date of Report: 11/15/2023

Special Investigation Number	Complaint/Incident Receipt Date
SI-00079510	10/31/2023
Investigation Initiation Date	Report Due Date
11/14/2023	1/13/2024
License Number	Licensee Name(s)
DC380398918	Lil' Beginners Learning Center II, LLC
Facility Name	Licensee Designee(s)
Lil' Beginners Learning Center II, LLC	Alexis Hayes
Program Type	Central Administrator(s)
Center	N/A
Capacity	Program Director(s) Name
50	Alexis Renee Hayes Qualifications: R 400.8113(7)(e) (9). Date PD Approved: 03-01-2018 Alexis Hayes Qualifications: R 400.8113(7)(e) (9). Date PD Approved: 03-01-2018
Facility Address	Mailing Address
130 East St., Napoleon, MI, 49261	130 East St., Napoleon, MI 49261
Facility Phone Number	Facility Email Address
517-536-7144	lilbeginnerslc@gmail.com
Original License Issuance Date	License Status:
8/6/2019	Provisional 1
License Effective Date:	License Expiration Date:
7/25/2023	1/24/2024

ALLEGATION(S)

	Violation Established?	
In the morning there is one Child Care Staff Member (CCSM) with 10 children ages 1 year to school age.	Yes	
Additional Finding: Ms. Hayes does not record her attendance or the attendance of the CCSMs in the GSRP classrooms.	Yes	

METHODOLOGY

Date	Activity
11/14/2023	Special Investigation Case Created SI-00079510
11/14/2023	Special Investigation Initiated via On-site Arrival time: 10:02 AM; Departure time: 11:11 AM. Completed an unannounced onsite inspection. Interviewed licensee designee and program director Alexis Hayes, child care staff member (CCSM) 1, and CCSM 2.
11/21/2023	Exit conference completed with Alexis Hayes.

ALLEGATION: In the morning there is one Child Care Staff Member (CCSM) with 10 children ages 1 years old to school age.

INVESTIGATION:

On 11/14/2023, I conducted an unannounced onsite inspection. I interviewed licensee designee and program director Alexis Hayes. CCSM 1 opens the center at 5:30 AM every morning and CCSM 2 comes in at 6:30 AM. On 11/06/2023 Ms. Hayes changed the starting time for CCSM 2 from 6:30 AM to 7:00 AM. The number of children who arrive in the morning before 7:00 AM varies depending on the day. Ms. Hayes is not present in the early mornings unless she's filling in for a CCSM who called in. CCSM 1 just started the 5:30 AM shift on 11/06/2023 due to a CCSM whose last day was 11/03/2023. Neither CCSM 1 nor the previous CCSM said anything to Ms. Hayes about being over ratio in the morning. Ms. Hayes shared a text message between herself and the previous CCSM on 10/23/2023 discussing what time the second CCSM needs to be at the center in the morning. The previous CCSM told Ms. Hayes that a second CCSM doesn't need to arrive until 7:00 AM. Ms. Hayes is trying to schedule CCSMs when they are needed, so she is not paying them to sit around when they only have a few children. I gave consultation to Ms. Hayes about asking the parents for a schedule the week before, so she has a better idea of how many CCSMs she needs during the day. Ms. Hayes did not look at the number of children in the morning, so she did not realize they were over ratio.

I interviewed CCSM 1 who opens the center at 5:30 AM every day. CCSM 1 said the number of children present in the morning depends, but there are usually around six children every day until CCSM 2 arrives at 7:00 AM. The age range of the children between 5:30 AM and 7:00 AM is 1 years old to school age. CCSM 1 just began the new schedule of opening the center on 11/6/2023 after the previous CCSM quit.

I interviewed CCSM 2 who arrives at 7:00 AM each morning. She said there are normally four children but there are some days when there are more than that. CCSM 2 thinks the age of the youngest child in the morning is 3 years old and the oldest child is

school age. Many of the children start arriving after CCSM 2 arrives at 7:00 AM. There are times when there may be more than four children when she arrives at the center, but CCSM 2 is usually at the center by then.

During my on-site inspection, all classrooms met the required CCSM to child ratio. I observed the following:

- The Infant 1 classroom (ages birth to 1 years old) had 1 CCSM and 4 children.
- The Infant/Toddler 2 classroom (ages 1 to 2.5 years) had 1 CCSM and 4 children.
- The Jr. Preschool classroom (ages 2.5 to 4 years) had 1 CCSM and 8 children.
- The Great Start Readiness Program (GSRP) 1 classroom (ages 3.5 to 5 years) had 2 CCSMs and 14 children.
- The GSRP 2 classroom (ages 3.5 to 5 years) had 1 CCSM and 5 children.

I reviewed the attendance records for the children who are present in the morning in the before school classroom and CCSMs from 10/16/2023 through 10/27/2023. The required ratio for the before school classroom is 1 CCSM to 4 children due to the age of the youngest child who is 1 years old. My review of the attendance records showed the following:

- On 10/17/2023, there was 1 CCSM to 5 children.
- On 10/18/2023, there was 1 CCSM to 5 children.
- On 10/19/2023, there was 1 CCSM to 10 children.
- On 10/23/2023, there was 1 CCSM to 6 children.
- On 10/24/2023, there was 1 CCSM to 8 children.
- On 10/25/2023, there was 1 CCSM to 9 children.
- On 10/26/2023, there was 1 CCSM to 7 children.

I spoke with Ms. Hayes about the ratios, and she admitted that she did not look at the ages and number of children, so she didn't realize the before school classroom was out of ratio. Ms. Hayes relied on her CCSMs to let her know if they were out of ratio.

RULE/STATUTORY VIOLATIONS:

APPLICABLE RULES	
R 400.8182(3)(a)	Infants and toddlers, birth until 30 months of age, child care staff member to child ratio of 1 to 4, maximum group size of 12.
ANALYSIS:	On the following dates 10/17/23, 10/18/23, 10/19/23, 10/24/23, 10/25/23 and 10/26/23, the before school classroom was not following the required 1 to 4 CCSM to child ratio.
CONCLUSION:	REPEAT VIOLATION ESTABLISHED Reference: 5/21/2023: Violation Established.

ADDITIONAL FINDING:**INVESTIGATION:**

During the interview with Ms. Hayes, she told me that she does not record her attendance on days that she covers a shift or helps in the classroom. The GSRP CCSMs in two of the classrooms do not record their attendance either because they are all salary. I gave technical assistance to Ms. Hayes about the requirement and importance of recording attendance daily for all CCSMs.

RULE/STATUTORY VIOLATIONS:

APPLICABLE RULES	
R 400.8110(6)	The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.
ANALYSIS:	Licensee designee, Ms. Hayes does not maintain records detailing arrival and departure times for herself or the CCSMs in the GSRP classrooms.
CONCLUSION:	VIOLATION ESTABLISHED

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:	
 Karen Woodman Consultant	11/21/2023 Date
 Darlese McConnell Area Manager	11/21/2023 Date