



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 28, 2023

Bobby Ludwick  
YMCA of Greater Kalamazoo  
1001 W. Maple  
Kalamazoo, MI 49008

RE: License #: DC390020680  
Investigation #: 2023D0267008  
Winchell Prime Time

Dear Ms. Ludwick:

I conducted a special investigation because the child care licensing division received information regarding your facility that related to licensing rules or law. The information was related to the following:

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

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

- I interviewed the program director, child care staff members, and parents.
- I completed an on-site inspection on the following date: 3/14/2023.

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

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

I recommend issuance of a 1<sup>st</sup> provisional license. If you accept the provisional license, you must sign and return the enclosed waiver form. If you do not accept the provisional license, the matter will be forwarded to the disciplinary unit.

Due to the violations, you must send us a corrective action plan by 5/18/23. 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.

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](#).

Sincerely,



Julia Majka, Licensing Consultant  
 Child Care Licensing Bureau  
 611 W. Ottawa Street  
 P.O. Box 30837  
 Lansing, MI 48909  
 (269) 615-6039

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC390020680
<b>Investigation #:</b>	2023D0267008
<b>Complaint Receipt Date:</b>	03/09/2023
<b>Investigation Initiation Date:</b>	03/10/2023
<b>Report Due Date:</b>	05/08/2023
<b>Licensee Name:</b>	YMCA of Greater Kalamazoo
<b>Licensee Address:</b>	1001 W. Maple Kalamazoo, MI 49008
<b>Licensee Telephone #:</b>	(269) 324-9625
<b>Administrator:</b>	Bobby Ludwick, Designee
<b>Licensee Designee:</b>	Bobby Ludwick, Designee
<b>Name of Facility:</b>	Winchell Prime Time
<b>Facility Address:</b>	2316 Winchell Ave Kalamazoo, MI 49008
<b>Facility Telephone #:</b>	(269) 337-0780
<b>Original Issuance Date:</b>	10/05/1989
<b>License Status:</b>	REGULAR
<b>Effective Date:</b>	11/12/2021
<b>Expiration Date:</b>	11/11/2023
<b>Capacity:</b>	71
<b>Program Type:</b>	CHILD CARE CENTER

## II. ALLEGATION(S)

	<b>Violation Established?</b>
Child A and Child B were left outside on the playground unsupervised for approximately 20 minutes.	Yes

## III. METHODOLOGY

03/09/2023	Special Investigation Intake 2023D0267008
03/09/2023	Contact- Document received Email and incident report received
03/10/2023	Special Investigation Initiated - Telephone Telephone contact made with Child A's mother and Child B's mother
03/14/2023	Inspection Completed On-site Arrived at 4:00pm; Left at 4:25pm Interviewed child care staff member (CCSM) 1 and CCSM 2
04/25/2023	Contact- Telephone call made Telephone call attempted with Program Director, James Robinson
04/26/2023	Contact- Telephone call made Telephone contact made with Program Director, James Robinson
04/28/2023	Exit conference with Licensee Designee, Bobby Ludwick

**ALLEGATION:** Child A and Child B were left outside on the playground unsupervised for approximately 20 minutes.

**INVESTIGATION:** On March 8, 2023, I received an email from Licensee Designee, Bobby Ludwick reporting that two children were left on the playground unsupervised. She reported they were collecting more information and would send an incident report. The incident report was received on 3/9/2023.

On March 10, 2023, I made telephone contact with Child A's mother and Child B's mother. Child A's mother reported when she picked up Child A from Winchell Prime

Time on March 8, 2023, she was informed by the substitute program director, James Robinson that her child and one other child were accidentally left on the playground unsupervised. Mr. Robinson told Child A's mother they had other groups playing on the playground that day and they had some administrative stuff going on that caused the perfect storm. He said Child A and Child B were outside for approximately 20 minutes and then a community group at the school brought them inside. Child A's mother said she asked Child A what happened and was told they were playing in the tunnel, and they didn't hear the staff calling when it was time to go inside. She said Child A was not upset about the incident and the staff members were quick to apologize.

Child B's mother said she was informed of the incident at pick up on March 8, 2023. The staff were appropriately apologetic, and Child B was not fazed by being left outside. She reported being upset that the child care staff members were not aware of the children missing until they were brought inside. Child B's mother believes the facility needs to come up with a better count system because it does not appear to be working.

On March 14, 2023, I completed an unannounced onsite inspection at the facility and interviewed child care staff member (CCSM) 1 and CCSM 2. CCSM 1 reported that on the day of the incident he remembers staff repeatedly calling "prime time, time to line up." He said the kids then clean everything up and line up on the outside wall of the school. CCSM 1 said he did not count the children before they headed inside, but that Mr. Robinson may have counted. They did not realize they were missing any children until about 20 minutes later when Child A and Child B were brought into the cafeteria by a volunteer from a community group at the school.

CCSM 2 reported that when they were on the playground there were also children from the parks and rec program and "the nutrition lady" came while outside. CCSM 2 told Mr. Robinson that they needed to go inside for the nutrition lady. She reported that she went inside to start getting snack ready while CCSM 1 and Mr. Robinson worked on getting the children inside. CCSM 2 said, normally program director, Emily Homrich is in charge of counting, but she called in that day and was not present. Approximately 20 minutes after they came inside a volunteer from a community group at the school brought Child A and Child B back inside. She reported the children were not upset, but more apologetic for not hearing it was time to come inside.

On April 26, 2023, I made telephone contact with Mr. Robinson. He reported that they took count before they went outside on that day. It was much busier than normal on the playground with well over 100 people because other after school groups were playing there as well. He called repeatedly that it was time to come in and scoured the playground because kids go into unorthodox places to play sometimes. The nutrition lady was there as well, so they were rushing to get inside, and they forgot to count. When Child A and Child B were brought back inside they were not upset and said they didn't recognize anyone on the playground after a

while and realized they should come inside. Mr. Robinson reported he was covering for Ms. Homrich, and he goes to all the sites as a fill in program director, so he is not entirely familiar with all the children at each site. He has worked at Winchell Prime Time since this incident, and they have made the space approved for outdoor play smaller to allow for better supervision. They are sure to take attendance before and after going on the playground. If parents pick up children when they are outside, they are required to make contact with the staff member who is responsible for attendance so they can mark children out for the day. That way, they are sure to have an accurate count when they head inside. He feels the staff have learned from the incident.

<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>	Child care staff members did not provide appropriate care and supervision when Child A and Child B were left on the playground unsupervised for approximately 20 minutes.
<b>CONCLUSION:</b>	<b>VIOLATION ESTABLISHED</b>

#### IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan; I recommend issuance of a 1<sup>st</sup> provisional license.

*Julia Majka*

4/28/2023

Julia Majka  
Licensing Consultant

Date

Approved By:

*Yolanda Sims*

4/28/2023

Yolanda Sims  
Area Manager

Date

