



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
ACTING DIRECTOR

3/8/2024

Greater Kalamazoo YMCA
1001 West Maple Street,
Kalamazoo, MI, 49008

License Number: DC390414012
Special Investigation Number: SI-00118371

Dear Bobby Ludwick,

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 400.8125(1)	All staff and volunteers shall provide appropriate care and supervision of children at all times.

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

- I interviewed: program director, child care staff members, and a parent.
- I completed on-site inspections on the following dates: 2/5/2024

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

Rule/Law Number	Rule Description
R 400.8125(1)	All staff and volunteers shall provide appropriate care and supervision of children at all times.

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a 1st 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, you must notify this

office in writing and an administrative hearing will be scheduled. Even if you don't accept the provisional license, you must still send us an acceptable corrective action plan.

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

Rule/Law Number	Rule Description
R 400.8125(1)	All staff and volunteers shall provide appropriate care and supervision of children at all times.

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a 1st 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, you must notify this office in writing and an administrative hearing will be scheduled.

Due to the violations, you must send us a [corrective action plan](#) by 3/29/2024. You can use our corrective action plan form or create your own. Even if you don't accept the provisional license, you must still send us an acceptable corrective action plan.

If you need help writing the corrective action plan, please contact licensing consultant Julia Majka at (269) 615-6039 or majkaj@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.	<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, Julia Majka at (269) 615-6039 or majkaj@michigan.gov. In the event that Julia Majka is not available, and you

need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,



Julia Majka, Licensing Consultant

Enclosure

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

Report Type: Special Investigation Report

Date of Report: 3/8/2024

Special Investigation Number	Complaint/Incident Receipt Date
SI-00118371	1/31/2024
Investigation Initiation Date	Report Due Date
2/1/2024	4/1/2024
License Number	Licensee Name(s)
DC390414012	Greater Kalamazoo YMCA
Facility Name	Licensee Designee(s)
Amberly YMCA Prime Time	Bobby Ludwick
Program Type	Central Administrator(s)
Center	N/A
Capacity	Program Director(s) Name
100	Anne Marie Creek Qualifications: R 400.8113(8)(a) (9). Date PD Approved: 2022-09-26 Amanda Bischof via variance Qualifications: R 400.8113(8). Date PD Approved: 2023-11-21
Facility Address	Mailing Address
6637 Amberly Street, Portage, MI, 49024	1001 West Maple Street, Kalamazoo, MI, 49008
Facility Phone Number	Facility Email Address
2693459622	bludwick@kzooyymca.org
Original License Issuance Date	License Status:
9/27/2022	Regular
License Effective Date:	License Expiration Date:
3/27/2023	3/26/2025

ALLEGATION(S)

	Violation Established?	
Appropriate supervision was not provided to Child A when he was left on the playground for approximately 10 minutes unsupervised.	Yes	

METHODOLOGY

Date	Activity
2/1/2024	Special Investigation Case Created SI-00118371

2/1/2024	Special Investigation Initiated via Phone Call Telephone contact made with Child A's father.
2/5/2024	Contact – Face to Face Onsite inspection, interviewed Program Director, Amanda Bischof, CCSM 1 and CCSM 2
2/6/2024	Contact – Phone Call Made Telephone contact with Program Director, Anne Creek
3/6/2024	Exit Conference with Program Director, Anne Creek

ALLEGATION: Appropriate supervision was not provided to Child A when he was left on the playground for approximately 10 minutes unsupervised.

INVESTIGATION: On February 1, 2024, I received an incident report from Program Director, Anne Creek. It included details that on January 31, 2024, Child A was left on the playground unsupervised while the rest of the group went inside.

On February 2, 2024, I made telephone contact with Child A's father. He said when he arrived to pick up Child A on the day of the incident Amanda Bischof talked with him and explained that when they were lining up to come inside Child A was being disruptive, so he was moved to the back of the line. The child care staff members took attendance, he said here, and then he moved to a different wall around the corner. Child A told his parents he was mad because he had gotten moved to the back of the line. Child A's father said he was punished for not listening to his teachers and he had to write an apology letter. They do not blame the child care staff members and feel their son made the wrong choice.

On February 5, 2024, I completed an unannounced onsite inspection and interviewed Program Director, Amanda Bischof, and Child Care Staff Member (CCSM) 1 and CCSM 2. Amanda Bischof said on the day of the incident she had taken a few children inside to use the bathroom, Child A was one of them. When they rejoined the rest of the group outside, they were lining up to take attendance. Several children were sent to the end of the line for talking. One child was arguing that he was not talking, he was taken out of the line and was standing with Amanda Bischof. At the same time, a parent came up to Amanda Bischof and was talking with her. They watched the line of children go inside. Once they were done talking, Amanda Bischof said she looked against the wall where the children had been lined up and everyone was gone. She and the child who was standing with her went inside to join the group. Around 5-10 minutes after they were inside, Amanda Bischof said, she saw Child A standing outside by the door. She got him inside and asked him if he was okay. He told her he was not aware that the group was lining up. A little while after the incident she realized that there was no way that Child A did not know they were lining up because he was among the children who had gone inside with her to use the bathroom, and when they walked out the group was lining up. I asked if Child A has any history of wandering off or behavior issues.

Amanada Bischof said this is the third year Child A has attended the program and he has left the room a few times without permission, but nothing to cause concern.

CCSM 1 said while Amanda Bischof was inside with a few children CCSM1 called the children outside to come by the door for attendance. When Amanda Bischof came back outside with the few children, Child A was with her. CCSM 1 said she called his name for attendance, and he didn't answer because he wasn't listening. She called it again and he said "here." Child A was moved to the back of the line with a few other children for talking and not listening during attendance. After attendance was taken the children were taken inside. One child stayed outside standing next to Amanda Bischof while she spoke with a parent. Amanda Bischof and the child came in a few minutes after the group. A little while later, a child walked out into the hallway to get water and saw Child A at the door. It was approximately 10 minutes after they came inside. CCSM 1 said she did speak to Child A briefly and he said he was upset because she made him go to the back of the line, so he hid around the corner of the school building while they walked inside.

CCSM 2 said she was inside during attendance with a child that had a minor injury. She did talk to Child A after the incident, and he told her he did say here when they were taking attendance and then he went around the corner of the building. He then changed his story and said he didn't hear anyone say it was time to go inside so he didn't line up. While onsite interviewing staff, I observed that CCSM 2 had to take Child A inside by himself because he was acting out on the playground.

On February 6, 2024, I made telephone contact with Anne Creek. She stated staff will start implementing taking attendance after they have moved inside in addition to when they are lining up outside.


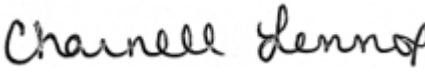
RULE/STATUTORY VIOLATIONS:

APPLICABLE RULES	
R 400.8125(1)	All staff and volunteers shall provide appropriate care and supervision of children at all times.
ANALYSIS:	<p>Child care staff members did not provide appropriate care and supervision when Child A was left unsupervised on the playground for approximately 10 minutes.</p> <p>While child care staff members report they did take attendance before heading inside, they were not aware that Child A was missing from the group until he made himself known to come inside.</p>
CONCLUSION:	Violation Established

--	--

BUREAU RECOMMENDATION

Bureau Recommendation
Upon receipt of an acceptable corrective action plan, I recommend the issuance of a 1st provisional license.

Approved By:	
 Julia Majka Consultant	03/07/2024 Date
 Charnell Lennox Area Manager	03/08/2024 Date