



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN, DPA  
ACTING DIRECTOR

September 11, 2023

Whitney Mooney  
SW Mooney LLC  
2911 Knapp St NE  
Grand Rapids, MI 49525

RE: License #: DC410398235  
Investigation #: 2023D1083002  
The Goddard School (Knapp's Corner)

Dear Whitney Mooney:

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:

R400.8113 Program director; qualifications; responsibilities.

R400.8182 Ratio and group size requirements.

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

- I interviewed: the licensee and child care staff members.
- I completed on-site inspections on the following dates: 12/9/2023.

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

**R400.8182 Ratio and group size requirements.**

Due to the violations, you must send us a corrective action plan by 10/09/2023. 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](#).

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) 284-9730.

Sincerely,



Stacia L. Thrower, Licensing Consultant  
 Child Care Licensing Bureau  
 611 W. Ottawa St.  
 P.O. Box 30664  
 Lansing, MI 48909  
 (616) 916-5504

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
SPECIAL INVESTIGATION REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC410398235
<b>Investigation #:</b>	2023D1083002
<b>Complaint Receipt Date:</b>	12/08/2022
<b>Investigation Initiation Date:</b>	12/09/2022
<b>Report Due Date:</b>	02/06/2023
<b>Licensee Name:</b>	SW Mooney LLC
<b>Licensee Address:</b>	2911 Knapp St NE Grand Rapids, MI 49525
<b>Licensee Telephone #:</b>	(616) 208-9292
<b>Administrator:</b>	Whitney Mooney, Designee
<b>Licensee Designee:</b>	Whitney Mooney, Designee
<b>Name of Facility:</b>	The Goddard School (Knapp's Corner)
<b>Facility Address:</b>	2911 Knapp Street NE Grand Rapids, MI 49525
<b>Facility Telephone #:</b>	(616) 208-9292
<b>Original Issuance Date:</b>	08/16/2019
<b>License Status:</b>	REGULAR
<b>Effective Date:</b>	02/16/2022
<b>Expiration Date:</b>	02/15/2024
<b>Capacity:</b>	148
<b>Program Type:</b>	CHILD CARE CENTER

**II. ALLEGATION(S)**

	<b>Violation Established?</b>
There is no qualified program director at the center.	No
The center does not maintain appropriate child care staff member to child ratios.	Yes

**III. METHODOLOGY**

12/08/2022	Special Investigation Intake 2023D1083002
12/09/2022	Special Investigation Initiated - On Site Approximately 12:20PM - 1:26PM. Interviewed Child Care Staff Member 1, Child Care Staff Member 2, Child Care Staff Member 3, and Child Care Staff Member 4.
09/11/2023	Exit Conference w/Whitney Mooney, Licensee via telephone

**ALLEGATION:** There is no qualified program director at the center.

**INVESTIGATION:**

I conducted an unannounced onsite inspection on 12/9/2023. I interviewed Whitney Mooney, Licensee designee, regarding the allegation. Ms. Mooney explained that the previously approved director left employment on 11/9/2023. Ally Mooney has been acting as the substitute program director since that time. Ally Mooney possesses a bachelor's degree in children's ministry, but she lacks coursework in child care administration. At the time of inspection, Whitney Mooney was preparing documents to send to her assigned consultant for program director approval. A request for variance was submitted to the department regarding program director requirements on 12/19/2022, and the variance was granted on 1/4/2023.

<b>APPLICABLE RULE</b>	
<b>R 400.8113</b>	<b>Program director qualifications; responsibilities.</b>
	(5) A substitute program director shall be appointed for a program director who has left employment or has a temporary absence that exceeds 30 consecutive workdays until return or replacement. A substitute program director shall at least meet the qualifications of lead caregiver. The department shall be notified when a substitute program director is appointed.

<b>ANALYSIS:</b>	Ally Mooney met the qualifications to be a substitute program director. A variance was granted for Ally Mooney regarding this role on 1/4/2023.
<b>CONCLUSION:</b>	<b>VIOLATION NOT ESTABLISHED</b>

**ALLEGATION: The center does not maintain appropriate child care staff member to child ratios.**

**INVESTIGATION:**

During the onsite inspection on 12/9/2023, I interviewed Child Care Staff Member 1 regarding the allegation. She reported working in the Rocking Robins room (children ages 4- 5). Child Care Staff Member 1 stated that there was one occasion during the current week in which the classroom did not maintain appropriate staff to child ratios. Child Care Staff Member 1 arrives at 7:00AM daily. Though she couldn't recall which day, she explained that on one day during the current week she cared for 14 children alone for approximately five minutes. Child Care Staff Member 1 stated that this has been the only time that the classroom has not maintained appropriate ratios in a few months as more staff members have been hired. Typically, if the classroom is close to having too many children, she notifies the office staff, and someone assists in the classroom.

I also interviewed Child Care Staff Member 2 regarding the allegation. She denied caring for too many children alone. Child Care Staff Member 2 reported working in the Mighty Moose room (children ages 4-5). There are 11 children currently enrolled in the classroom. Child Care Staff Member 2 arrives at 7:00AM or 9:00AM depending on the day of the week. She explained that the center struggled to maintain appropriate staff to child ratios during the Spring, but there have been no recent instances of ratio overages.

I interviewed Child Care Staff Member 3 regarding the allegation. She reported working in the Busy Bees room (children ages 3-4). She stated that there have been no issues with maintaining appropriate staff to child ratios recently. She recalled that the last time that there was an instance of the ratio overage was a couple of months ago.

I interviewed Child Care Staff Member 4 regarding the allegation. She also works in the Busy Bees room. Child Care Staff Member 4 stated that there have not been instances of ratio overages for at least one month. Previously, she would arrive at 7:00AM and Child Care Staff Member 3 arrived at 7:30AM. However, Child Care Staff Member 3 would often be reassigned to an infant room to maintain ratio. Child Care Staff Member 3 would return to the Busy Bees room shortly before 9:00AM which would cause ratio overages to occur. When the room failed to comply with staff to child ratio requirements, the duration would often be between 5-15 minutes. This occurred at least two days per week for approximately four weeks during the

month of October. Child Care Staff Member 4 reported that there have been no ratio overages since that time.

I spoke to Whitney Mooney regarding the allegations. She reported that the center has hired additional child care staff members, adjusted schedules to provide additional coverage, and the center is transitioning to a fully electronic system for attendance tracking and record keeping. The electronic system will allow Child Care Staff Members to more easily record attendance and observe when attendance numbers are reaching capacity for each room. The system will also provide increased consistency and accuracy regarding child attendance record keeping.

<b>APPLICABLE RULE</b>	
<b>R 400.8182</b>	<b>Ratio and group size requirements.</b>
	(3) In each room or well-defined space, the maximum group size and ratio of child care staff members to children, including children related to a staff member or the licensee, must be as shown in Table 4:  d) Preschoolers, 4 years until school-age, there shall be 1 child care staff member to 12 children and a maximum group size of 36.
<b>ANALYSIS:</b>	Child Care Staff Member 1 acknowledged that during the week of 12/9/2022, the Rocking Robins room did not maintain appropriate caregiver to child ratios for approximately 5 minutes.  All other Child Care Staff Members noted that the center has not maintained appropriate caregiver to child ratios during previous months. However, these allegations were addressed in previous special investigation reports.
<b>CONCLUSION:</b>	<b>REPEATED VIOLATION ESTABLISHED</b> <b>SIR 2022D1083021 dated 7/28/2023.</b> <b>CAP approved 7/28/2023.</b> <b>SIR 2022D1083015 dated 2/2/2023.</b> <b>CAP approved 2/3/2023.</b>

**IV. RECOMMENDATION**

Upon receipt of an acceptable corrective action plan, I recommend no change to the status of this child care license.



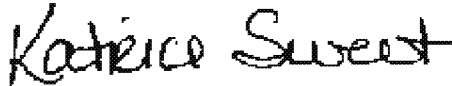
9/11/2023

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Stacia L. Thrower  
Licensing Consultant

Date

Approved By:



09/18/2023

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Katrice Sweet  
Area Manager

Date