



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 14, 2022

Kimberly Tufnell
True North Community Services
PO Box 149
6308 S. Warner Ave.
Fremont, MI 49412

RE: License #: DC430400561
Investigation #: 2022D1079011
Project FOCUS @ Baldwin Junior High School

Dear Ms. Tufnell:

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:

R 400.8125(1) Staff and Volunteers.

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

- I interviewed, the person who made the complaint, program director, caregivers, parents.
- I completed on-site inspections on the following dates: 06/16/2022.

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

R 400.8125(1) Staff and Volunteers.

I recommend 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.

Due to the violations, you must send us a corrective action plan by 8/1/2022. You can use our [corrective action plan](#) form or create your own.

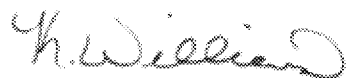
If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- 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.	☐	☒
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](#).

Sincerely,



Kortney Williams, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa St.
P.O.Box 30664
Lansing, MI 48909
(231) 463-3177

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC430400561
Investigation #:	2022D1079011
Complaint Receipt Date:	05/18/2022
Investigation Initiation Date:	05/24/2022
Report Due Date:	07/17/2022
Licensee Name:	True North Community Services
Licensee Address:	PO Box 149 6308 S. Warner Ave. Fremont, MI 49412
Licensee Telephone #:	(231) 924-0641
Administrator:	Kimberly Tufnell, Designee
Licensee Designee:	Kimberly Tufnell, Designee
Name of Facility:	Project FOCUS @ Baldwin Junior High School
Facility Address:	525 4th St. Baldwin, MI 49304
Facility Telephone #:	(231) 924-0641
Original Issuance Date:	10/04/2019
License Status:	REGULAR
Effective Date:	06/01/2020
Expiration Date:	05/31/2022
Capacity:	72
Program Type:	CHILD CARE CENTER

II. ALLEGATION(S)

	Violation Established?
Child A left the licensed child care after school program unknowingly to the child care staff members while in their care.	Yes

III. METHODOLOGY

05/18/2022	Special Investigation Intake 2022D1079011
05/24/2022	Special Investigation Initiated - Telephone Interviewed Child A's guardian.
05/24/2022	Contact - Telephone call made Spoke with PD mr. Jacob Norman
06/16/2022	Inspection Completed On-site Interviewed PD and CCSM.
06/16/2022	Exit Conference with LD Ms. Tufnell
07/12/2022	Inspection Completed-BCAL Sub. Non-Compliance

ALLEGATION: Child A left the licensed child care after school program unknowingly to the child care staff members while in their care.

INVESTIGATION: I received a special investigation on 5/18/2022. On 5/24/2022 I spoke with program director Mr. Jacob Norman, by telephone. Mr. Norman explained that Child A (12yr old, female) left the facility shortly after programming began at 3:15pm on 05/16/2022. He stated that he and the other child care staff members were not initially aware that Child A had left the facility.

I spoke with Child A's Mother on 05/24/2022. She indicated that Child A has a history of trauma and her leaving the program without permission may have been the result of a trigger. She does not like being told what to do at home and has an older sibling that has a little more freedom than her. Child A's Mother believes she left the program because of wanting freedom at home. She will not be returning to the afterschool program currently. She believes the child care staff members handled the situation appropriately and did everything they could to help find her. Child A was located by law enforcement the same night she went missing.

On 06/16/2022, I conducted an unannounced on-site inspection and interviewed child care staff members. Mr. Norman explained that on 5/16/2022 Child A was sitting in the cafeteria having a meal. She got up to throw her meal away. Roughly 20 minutes later, staff noticed she was not with the group. The child care staff members took turns looking for Child A at the facility. She was later found by law enforcement downtown in a park hiding. Child A has not returned to programming.

I spoke with child care staff member Ms. Cecelia Hamilton. She indicated that she had three children with her coming from the office. She saw Child A standing by the gym next to the drinking fountain while the other child care children were finishing their meal. Around 3:25 pm she asked Child A if she was in programming today. Child A nodded her head. Ms. Hamilton then told Child A that they were going to Room 106 to prepare for their talent show. Child A never went to 106. Around 3:40 pm, they noticed Child A was missing. The child care staff members took turns looking for Child A inside and outside the facility. When they did not locate her, Child A's Mother and law enforcement were contacted. Child A has not returned to programming.

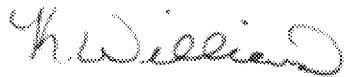
Child care staff member Ms. Marjory Marshall also stated that when it was time to go practice for the talent show they noticed that Child A was missing. They looked inside and outside of the facility and did not locate her. She knows Child A's mother was contacted but not sure what happened after that.

I spoke with licensee designee Ms. Kimberly Tufnell and informed her that due to a child going missing from the child care facility while in the care of the child care staff members, I would be recommending the facility be placed on a 1st provisional.

APPLICABLE RULE	
R 400.8125	Staff; volunteer; requirements.
	(1) All staff and volunteers shall provide appropriate care and supervision of children at all times.
ANALYSIS:	Proper care and supervision were not provided by child care staff members. This allowed Child A to leave the facility without supervision and was not located until that night by law enforcement.
CONCLUSION:	VIOLATION ESTABLISHED

IV. RECOMMENDATION

I recommend modification of the current status of the license to provisional.



07/14/2022

Kortney Williams
Licensing Consultant

Date

Approved By:



07/14/2022

Candice Case-French
Area Manager

Date