



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

LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHELLE RICHARD  
ACTING DIRECTOR

**Report Type:** Confirmation Notice

**Report Date:** 12/12/2023

**Child Care Center**

<b>License Number:</b> DC470269175	<b>Licensee Name(s):</b> Howell Public Schools
<b>Facility Name:</b> Hutchings Kids Kare	<b>Licensee Designee(s)</b> Marlee Blanch
<b>Program Type:</b> Center	<b>Central Administrator(s)</b> Marlee Blanch
<b>Capacity:</b> 146	<b>Program Director(s) Name</b> Gail Cremer <b>Qualifications:</b> R400.8113(7)(e) and (9) <b>Date PD Approved:</b> 12/08/2015
<b>Facility Address:</b> 3503 Bigelow Howell, MI 48843	<b>Mailing Address:</b>
<b>Facility Phone Number:</b> (517) 552-2388	<b>Facility Email Address:</b> blanchm@howellschools.com

**Incident Report Confirmation Notice**

The purpose of this confirming notice is to advise you that you were found to be in violation of the following statutory laws and/or rule(s):

<b>Rule/Law Number</b>	<b>Rule Description</b>
R 400.8125(1)	All staff and volunteers shall provide appropriate care and supervision of children at all times.
R 400.8143 (11)	A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If they are used, then they must be available to the department at the time of an inspection; and, if the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.

On December 6, 2023, I received an email from licensee designee, Ms. Marlee Blanch. Ms. Blanch indicated that she submitted an incident report.

On December 6, 2023, the department received an incident report. The report was completed by child care staff member (CCSM) 1. According to the report,

“At work on Tuesday evening (December 5, 2023 at approximately 5:00 pm) our class was down in the gym. I had been running students back and forth to our classroom/the front door when their parents arrived and contacted me on our class cellphone. While I was in the process of taking students to their parents, Child A (male, 6 years old) asked CCSM 2 if he could use the bathroom, and he went to the restroom directly next to the gym. When I got back from bringing a child to their parents, I asked the students to line up to head back to our classroom.

I counted 11 students in the gym and counted 11 students on our sign in/out sheet that had not been signed out that evening. Since I counted 11 both times, I brought our students back down to our classroom.

As we entered the classroom and got everything situated, I heard the vestibule doors open and Child A entered the classroom. He did not appear to be upset/scared in any way. I apologized and asked if he was okay, he said that he was fine. CCSM 2 and I had not been back in the classroom for longer than approx. 1 minute before he entered and a majority of this time was spent in the vestibule waiting for our students to file into the classroom.

I went back to check our sign in/out sheet to see where I had miscounted. I saw that a parent who has a student that attends AM and PM Kids Kare had accidentally signed her child in that morning on the sign out line for our PM session. This is what led me to believe we had 11 students in our care opposed to 12. I was also unaware that Child A had asked to use the restroom due to me bringing students down the hallway numerous times to be picked up as several students had just been picked up in a very short span of time.

I spoke with Child A’s Mother about what happened and she said that she appreciated me coming to her and telling her what happened, but she really was not concerned because she knows how much we care for her children and that it was just an honest mistake. After all of the students were picked up, I tried to contact our director (Ms. Marlee Blanch) but was not able to reach her, I then contacted our program administrative assistant (CCSM 3) to report what happened.”

On December 12, 2023, I called and left a message with Child A’s Mother.

On December 12, 2023, I received a telephone call from Child A’s Mother. She did not have any concerns or complaints. Child A’s Mother said Child A has been attending the after-school program for two years. He has never been hurt or injured. Child A’s Mother said as soon as she arrived at the center, CCSM 1 informed her about the incident. The next morning, Ms. Blanch, called and went over what had happened as well. Child A’s Mother said her son didn’t mention anything and appeared to be fine.

On December 12, 2023, I called and completed a telephone exit conference with Ms. Blanch.

<b>Rule/Statutory Violations</b>	
<b>APPLICABLE RULE</b>	
R 400.8125(1)	All staff and volunteers shall provide appropriate care and supervision of children at all times.
<b>ANALYSIS:</b>	On December 5, 2023, Child A (male, 6 years old) was left unsupervised for approximately less than a minute.  Child A was in the bathroom located in the hallway when the class left the gym and walked back to the classroom.
<b>CONCLUSION:</b>	<b>Violation Established</b>

<b>Rule/Statutory Violations</b>	
<b>APPLICABLE RULE</b>	
R 400.8143 (11)	A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If they are used, then they must be available to the department at the time of an inspection; and, if the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.
<b>ANALYSIS:</b>	On December 5, 2023, the attendance record was inaccurate. There were 12 children present but only 11 children were signed in on the attendance record.
<b>CONCLUSION:</b>	<b>Violation Established</b>

<b>Bureau Recommendation</b>
<p>Due to the violations, you must send us a corrective action plan by 01/02/2024. You can use our corrective action plan form or create your own.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• How compliance with each rule will be achieved.</li> <li>• Who is directly responsible for implementing the corrective action for each violation.</li> <li>• Specific time frames for each violation as to when the correction will be completed or implemented.</li> <li>• How continuing compliance will be maintained once compliance is achieved.</li> <li>• The signature of the responsible party and a date.</li> </ul>

Upon receipt of an acceptable corrective action plan, there will be no change to your license status.

Please review this report for accuracy and contact your consultant, Thanh Biehl, with any questions at (734) 417-8580. In the event that Thanh Biehl is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Child Care Licensing Bureau reports and related corrective action plans must be made available to parents. If you do not have internet available for online review, 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](#).

**Approved By:**

*Thanh C. Biehl*

12/12/2023

*Jacquelin Sharkey*

12/18/2023

Thanh Biehl  
**Consultant**

**Approved Date**

Jacquelin Sharkey  
**Area Manager**

**Approved Date**