



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 28, 2022

Deborah Morrow
MAISD (Muskegon Area Intermediate School District)
630 Harvey
Muskegon, MI 49442

RE: License #: DC610361852
Investigation #: 2022D1073002
Edgewood Elementary

Dear Ms. Morrow:

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 400.1925(1) Staff; volunteer; requirements.

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

- I interviewed: the person who made the complaint, program director, licensee designee, caregivers, witnesses, and parents.
- I completed on-site inspections on the following dates: 12/6/2021.

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

R 400.1925(1) Staff; volunteer; requirements.

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 2/18/2022. 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.	<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,



Tarah Kline, Child Care Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 Cell: 616-916-2490
 Fax: 517-763-0217

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC610361852
Investigation #:	2022D1073002
Complaint Receipt Date:	11/30/2021
Investigation Initiation Date:	12/01/2021
Report Due Date:	01/29/2022
Licensee Name:	MAISD (Muskegon Area Intermediate School District)
Licensee Address:	630 Harvey Muskegon, MI 49442
Licensee Telephone #:	Unknown
Administrator:	Deborah Morrow, Designee
Licensee Designee:	Deborah Morrow, Designee
Name of Facility:	Edgewood Elementary
Facility Address:	3028 Howden Street Muskegon Heights, MI 49444
Facility Telephone #:	(231) 830-3252
Original Issuance Date:	09/08/2014
License Status:	REGULAR
Effective Date:	03/07/2021
Expiration Date:	03/06/2023
Capacity:	180
Program Type:	CHILD CARE CENTER

II. ALLEGATION(S)

	Violation Established?
On 11/30/21 Child A (male, age 4) was left outside unsupervised.	Yes

III. METHODOLOGY

11/30/2021	Special Investigation Intake 2022D1073002
12/01/2021	Special Investigation Initiated - Telephone Spoke with Child A's Mother
12/06/2021	Inspection Completed On-site 2:30 pm-3:15 pm Spoke with licensee designee, Deborah Morrow and child care staff members Kathy Richards and Bridget Gilbert
01/15/2022	Inspection Completed-BCAL Sub. Non-Compliance
01/18/2022	Contact-Telephone all made Attempted to contact Ms. Darke

ALLEGATION: On 11/30/21 Child A (male, age 4) was left outside unsupervised.

INVESTIGATION: I spoke with Child A's Mother on 12/1/21. She stated that the school had called to let her know that her son had "ducked" away for a minute and was left unsupervised for a period of time. Child A gets distracted easy, so she believes something caught his attention and he wandered off. She has no concerns with the child care or their supervision. She believes this was an isolated innocent.

When I arrived at the child care facility, I spoke with licensee designee Deborah Morrow. She stated that Child A was in lead caregiver Kathy Richards class. Child care staff member (CCSM) Bridget Gilbert is also in the classroom and both of them were present on 11/30/21 and today as well.

I spoke with Kathy Richards first. She stated that they were outside on the playground and as they were getting ready to go inside. They lined the children all up on the fence. Ms. Richards counted thirteen children, which was the amount of children in care that day. Ms. Gilbert started walking inside with the children that were in line. Child B (male, age 4) and Child C (female, age 4) were refusing to get off the playground, so she was working with them to do so. Ms. Richards assumed that Ms. Gilbert had all the children besides Child B and Child C. Ms. Gilbert had made it through the first gate and the second gate by the time Ms. Richards got to

the first gate. After the second gate, the sidewalk turns before entering the school building, so there is not a line of sight from the playground to the entrance of the school. Ms. Richards got Child B and Child C into the classroom, when CCSM Rebecca Darke brought Child A to her. Rebecca Drake is the curriculum director for the licensee.

Ms. Richards stated that they now stop and count at the gate with one child care staff member in the front of the group, the other in the back of the group. Then they stop at the door before entering the school building and count one last time in the classroom.

I then spoke with Bridgett Gilbert, Ms. Gilbert stated that they lined the children up on the fence to make sure all the children had their masks on and ready to enter the building. At that time, they counted to ensure that all children were in line and ready to go. Ms. Gilbert was in the front of the line and opened the first gate to exit the playground and walk towards the school building. Ms. Gilbert said "let's go," three times and started marching towards the second gate. As she opened the second gate she looked back she saw students coming. As they got to the door of the elementary school where Ms. Richards and Ms. Darke were standing, many children stopped to give them hugs. She counted the children at the door and noted that she was missing three children. She assumed they were with Ms. Richards as she did not see her either child. She waited with the children at the door for a minute to make sure Ms. Richards and the other three were coming, but they were taking a while to come. This was out of character for them because they typically walk into the building with all the children together. On that day, a couple of children that struggle with transition were having a hard time coming in and that is why the separation of the teachers.

Ms. Gilbert stated that they now have a plan to keep one child care staff member in the front of the line and one in the back of the line, in addition to counting at each gate, the door to the school and once in the classroom.

I confirmed with Ms. Marrow that she was standing at the door when the children entered the building that day. She stated she was saying goodbye to Ms. Darke and she saw Ms. Gilbert and some of the children. She walked back to her office, so she did not see Ms. Richards and the other children. Ms. Darke was the one that saw Child A and brought him back to the classroom.

I spoke with Ms. Darke on 1/25/2022. She stated that she was at the child care facility on 11/30/2021. Before leaving, she spoke with Ms. Marrow right outside the door of the child care facility. She remembers Ms. Gilbert walking in with most of the students and shortly behind her Ms. Richards coming in with two children she has observed in the classroom struggling with transitions. After Ms. Gilbert, Ms. Richards and the students all entered the building, herself and Ms. Marrow finished up their conversation and she started walking to her car. She heard a noise and turned around to see Child A rounding the corner to the entrance of the building. Ms. Darke

was unsure of the exact amount of time between observing Ms. Richards entering the building and then observing Child A alone, but she guessed it was between 1 and 3 minutes.

Ms. Darke stated that the protocol at this child care center is that only one class is allowed on the playground at a time, so she knew the child had come from Ms. Gilbert and Ms. Richards classroom. She brought him back to their room. Ms. Darke she has been working with the child care center on appropriate supervision implementation and always having the other child care staff member in line of sight.

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:	The child care staff members did not provide appropriate care and supervision of Child A when he was left outside after the other students and child care staff members entered the building.
CONCLUSION:	VIOLATION ESTABLISHED

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommended modification to a 1st provisional license.



01/28/2022

Tarah Kline
Licensing Consultant

Date

Approved By:



1/28/2022

Candice Case-French
Area Manager

Date