



GRETCHEN WHITMER  
GOVERNOR

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

Michelle Richard  
ACTING DIRECTOR

04/22/2024

Tiffany Mellado and Aleesha Hollis  
Avondale School District  
2940 Waukegan  
Auburn Hills, MI 48326

License Number: DC630275808  
Special Investigation Number: SI-00118596

Dear Ms. Mellado and Ms. Hollis,

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: the person who made the complaint, licensee designee, child care staff members, and a parent.
- I completed on-site inspections on the following dates: 02/13/2024

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

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

Due to the violations, you must send us a [corrective action plan](#) by 5/12/2024. You can use our corrective action plan form or create your own.

If you need help writing the corrective action plan, please contact licensing consultant Alicia Wiggins at (248) 369-7892 or [wigginsa@michigan.gov](mailto:wigginsa@michigan.gov). If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

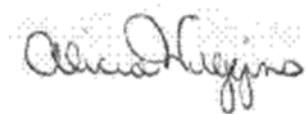
- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

<b>During this special investigation:</b>	<b>Yes</b>	<b>No</b>
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, Alicia Wiggins at (248) 369-7892 or [wigginsa@michigan.gov](mailto:wigginsa@michigan.gov). In the event that Alicia Wiggins is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at (517) 284-9730.

Sincerely,



Alicia Wiggins, Licensing Consultant

Enclosure

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

**Report Type:** Special Investigation Report

**Date of Report:** 04/22/2024

<b>Special Investigation Number</b>	<b>Complaint/Incident Receipt Date</b>
SI-00118596	02/06/2024
<b>Investigation Initiation Date</b>	<b>Report Due Date</b>
02/06/2024	04/07/2024
<b>License Number</b>	<b>Licensee Name(s)</b>
DC630275808	Avondale School District
<b>Facility Name</b>	<b>Licensee Designee(s)</b>
Avondale Early Learning Center-Auburn	Aleesha Hollis Tiffany Mellado
<b>Program Type</b>	
Center	
<b>Capacity</b>	
235	
<b>Facility Address</b>	<b>Mailing Address</b>
2900 Waukegan Auburn Hills, MI 48326	2940 Waukegan Auburn Hills, MI 48326
<b>Facility Phone Number</b>	<b>Facility Email Address</b>
(248) 537-6049	tiffany.mellado@avondaleschools.org
<b>Original License Issuance Date</b>	<b>License Status:</b>
08/31/2005	Regular
<b>License Effective Date:</b>	<b>License Expiration Date:</b>
03/18/2022	03/17/2024

**ALLEGATION(S)**

	<b>Violation Established?</b>	
On 02/06/2024, Child A was left unsupervised outside on the playground.	Yes	

**METHODOLOGY**

<b>Date</b>	<b>Activity</b>
02/06/2024	Special Investigation Case Created SI-00118596
02/06/2024	Special Investigation Initiated via Phone Call Interviewed Tiffany Mellado, Licensee Designee
02/06/2024	Contact – Document Received Incident Report and Child Care Staff Member’s statements
02/13/2024	Contact – Phone Call Made Interviewed Child A’s Mother

02/13/2024	<p>Inspection Completed On-Site from 1:58 p.m. to 2:52 p.m.</p> <p>Interviewed Ms. Mellado CCSM 2 CCSM 3 Reviewed video footage</p>
02/23/2024	<p>Contact – Phone Call Made Interviewed Lead Caregiver</p>
04/05/2024	<p>Contact – Phone Call Made Spoke to CCSM 1</p>
04/12/2024	<p>Contact – Phone Call Made Left a voicemail message for CCSM 1</p>
04/12/2024	<p>Exit Conference With Ms. Mellado</p>
04/16/2024	<p>Contact – Phone Call Received Interviewed CCSM 1</p>

**ALLEGATION:** On 02/06/2024, Child A was left unsupervised outside on the playground.

**INVESTIGATION:**

On 02/06/2024, Ms. Mellado called and reported that Child A was left unattended on the playground after the class had gone inside the school. She is requesting the video footage of the incident.

On 02/06/2024, Ms. Mellado completed an incident report and emailed child care staff members' statements regarding the incident. According to the incident report and the written statements, on 02/06/2024 approximately at 12:28 p.m., Ms. Mellado was informed that Child A was left outside unsupervised. The classroom was outside and then lined up at the fence with CCSM 1 in the back of the line. As the class walked out of the fenced playground, CCSM 1 turned her head and looked at the playground. The class left the playground and entered the school. Child A then walked out from either behind the back play structure with slides or out of the sandbox. He climbed over the fence and ran to the door that his class entered through. CCSM 2 saw him at the door and let him in the school. CCSM 2 informed CCSM 3 about the incident. CCSM 3 took him back to his classroom.

On 02/13/2024, I completed an unannounced on-site inspection. I interviewed Ms. Mellado, CCSM 2, and CCSM 3. Ms. Mellado stated based on the information she gathered, the face-to-name sheet was not completed correctly by Lead Caregiver and CCSM 1 when they transitioned to go outside, when they were outside transitioning to

return inside, and when they were back inside the classroom. Child A had no injuries as a result of climbing over the fence.

CCSM 2 stated between 12:15 p.m. and 12:20 p.m., she was on her way out of the bathroom and began talking to a teacher from Auburn Elementary School. They heard screaming and saw Child A hitting the door by the playground trying to open it. She opened the door and brought him inside the building. She tried to calm him down and asked him who his teacher was. She was unaware if he was a child from the elementary school or from the early learning center. Child A did not respond so she called Ms. Mellado for assistance. Ms. Mellado did not answer so she called CCSM 3. While waiting for CCSM 3, Child A said something in Spanish, which resulted in her asking him again in Spanish who his teacher was. He said Lead Caregiver was his caregiver. CCSM 3 took him back to his classroom.

CCSM 3 restated what she said in her written statement dated 02/06/2024. CCSM 2 called her at 12:24 p.m. stating that Child A was left on the playground. She met CCSM 2 and took Child A back to his classroom. She informed Lead Caregiver that they did not check their face-to-name sheet and Child A was left outside by himself. Lead Caregiver said they must have got confused with the number of children they had because another child left school when they were outside and another child arrived at the center late.

While at the center, I interviewed Child A's Mother via telephone. CCSM 2 translated for me and Child A's Mother during the interview as Child A's Mother spoke very limited English. Child A's Mother stated she spoke with Ms. Mellado at the center and was informed that Child A was left outside after recess. He jumped the fence and was knocking on the door until someone saw him and let him in the building. He was taken to his classroom. Ms. Mellado informed her that the staff involved are suspended until further notice and reassured her that this would not happen again. Child A had no injuries as a result of climbing over the fence. He was scared that he had been left outside alone. She has no concerns regarding the center and feels the center handled the incident appropriately.

I reviewed Witness's statement dated 02/06/2024. She was walking down the hallway at 12:20 p.m. to pick up her class from recess when she passed CCSM 2. CCSM 2 noticed a small child crying at the playground door in the early learning center hallway. CCSM 2 thought the child was a kindergarten student, but when she stopped to look, she told her that he was not a kindergarten student. CCSM 2 opened the door and brought the child in the building.

I reviewed video footage dated 02/06/2024 and began at 12:18 p.m. The video footage does not have audio. I observed Lead Caregiver, CCSM 1 and the preschool children line up against the fence. As they were leaving the fenced playground, CCSM 1, who was at the end of the line, turned her head and looked at the playground. At 12:19 p.m., Lead Caregiver, CCSM 1, and ten children entered the building. At 12:20 p.m., Child A walked out of the sandbox. At 12:21 p.m., Child A climbed over the fence and ran to the

door that Lead Caregiver, CCSM 1, the ten children entered. He began trying to open the door and he was hitting the door. At 12:21:56, CCSM 2 opened the door and brought him back inside the building. At 12:26 p.m., CCSM 3 took Child A to his classroom.

I observed the fenced playground and there were no visible safety hazards. I observed the door where CCSM 2 found Child A.

I also reviewed the attendance sheet for 2/6/23. The transition times for the children were not documented when they went outside and when they returned from being outside.

On 02/23/2023, I interviewed Lead Caregiver via telephone. She stated that 02/06/2024 was a very emotional day for the school because a kindergarten student had died that past weekend. When the children arrived in the morning, she and CCSM 1 counted the children and took attendance as they arrived. One child arrived late and another child was not feeling well so they had to call his parent to pick him up. The child who was sick and his parents speak Spanish which required them to use a translator to communicate back and forth in the ProCare child care app. Ms. Mellado told her to have CCSM 4, who was outside on the playground, translate for her with the sick child's parent to arrange the pick-up. This resulted in CCSM 1 going outside with a small group of children and CCSM 1 asking CCSM 4 to go inside to translate for Lead Caregiver. The sick child's father called and said that he was waiting outside. She called CCSM 1 to tell her to take the sick child to his father. CCSM 1 took the sick child to the door but the father was at another door. She finally took him to the door where his father was and she went back to her class who were outside with another class. She then took her group of children outside with CCSM 1 and the other children. She thought CCSM 1 had taken the attendance sheet with her outside but she did not take it. When it was time to line up, she and CCSM 1 called the children to line up by the fence. They completed a head a count and counted ten children. They should have counted eleven children because one of the children arrived late. Since they did not have the attendance sheet with them outside, they miscounted the children. Before they left the playground, CCSM 1 looked around and confirmed that no other children were outside on the playground. Once the children were inside and taking off their coats, CCSM 3 came to the classroom and told them that Child A was left outside alone on the playground. She felt extremely bad that this happened because she truly cares about the children. She stated that staff are supposed to document the times of each transition, which they did not do when they went outside and when they returned from being outside. In this situation, she and CCSM 1 were supposed to document the arrival and departure times of the children and the time they went outside and the time they returned from being outside.

On 04/05/2024, I spoke with CCSM 1. She requested that I call her later in the afternoon for an interview. I called her again later in the afternoon. She did not answer the telephone call, therefore, I left her a voicemail message. I left her another voicemail message on 04/12/2024. On 04/16/2024, she called me to conduct an interview. CCSM


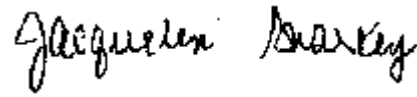
1 stated on 02/06/2024 there was a lot going on due to people in and out of the school as a kindergarten student died that weekend and they had a child in their classroom come in late and another child leave early because he was sick. There are a few children and their parents who only speak Spanish which causes difficulty with communicating because they have to use either Google translator or if an available staff member to translate. On this day, Ms. Mellado told her to have CCSM 4, who was outside on the playground, translate for her with the sick child's parent to arrange the pick-up. This resulted in her going outside with a small group of children and asking CCSM 4 to go inside to translate for Lead Caregiver. The sick child's father called Lead Caregiver and said that he was waiting outside. Lead Caregiver called her and told her to take the sick child to his father. CCSM 1 could not find the father because he was at another door. She eventually found him and that child went home. She went back outside with her group. Lead Caregiver along with her small group joined them outside. The children played and when it was time to line up, the children lined up at the fence. They completed a head count and verified with each other that they had the correct number of children. They went back inside the building into their classroom. While the children were taking off their coats, CCSM 3 brought Child A back into the classroom informing them that they had left him behind. The head count was off when they were outside because a child arrived late and they forgot to include him in the head count. She verified that they did not take the face-to-name sheet outside, they did not document when they transitioned outside, and when they transitioned back inside the classroom.

**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:	The center did not provide appropriate care and supervision when Child A was left unsupervised on the playground from 12:19 p.m. to 12:21p.m.
CONCLUSION:	<b>Repeat Violation Established</b> <b>Reference:</b> SIR 2017D0429024 Dated 09/15/2017 Corrective Action Plan Dated 09/18/2017

**BUREAU RECOMMENDATION**

<b>Bureau Recommendation</b>	
Upon receipt of an acceptable corrective action plan, I recommend the no change in the status of the license.	

<b>Approved By:</b>			
	04/19/2024		04/22/2024
Alicia Wiggins <b>Consultant</b>	<b>Date</b>	Jacquelin Sharkey <b>Area Manager</b>	<b>Date</b>