



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
DIRECTOR

02/07/2024

Sarah McDowell
West Bloomfield School District
5810 Commerce Road,
West Bloomfield, MI, 48324

License Number: DC630413904
Special Investigation Number: SI-00080775

Dear Ms. McDowell,

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.
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 electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.

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

- I interviewed: the licensee designee, child care staff members, and a parent.
- I completed on-site inspections on the following dates: 12/20/2023

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

Rule/Law Number	Rule Description
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 electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.

Due to the violations, you must send us a [corrective action plan](#) by 02/27/2024. 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. 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.

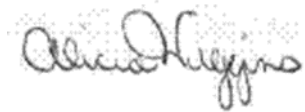
During this special investigation:	Yes	No
A rule or law violation was found and a serious injury or death occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A rule or law violation was found and abuse and/or neglect of a child occurred.	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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 this report for accuracy and contact your consultant, Alicia Wiggins at (248) 369-7892 or 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,

A handwritten signature in cursive script that reads "Alicia Wiggins". The signature is written in black ink and is positioned above the printed name.

Alicia Wiggins, Licensing Consultant

Enclosure

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

Report Type: Special Investigation Report

Date of Report: 02/07/2024

Special Investigation Number	Complaint/Incident Receipt Date
SI-00080775	12/13/2023
Investigation Initiation Date	Report Due Date
12/15/2023	02/16/2024
License Number	Licensee Name(s)
DC630413904	West Bloomfield School District
Facility Name	Licensee Designee(s)
Abbott	Sarah McDowell
Program Type	Central Administrator(s)
Center	
Capacity	Program Director(s) Name
80	Chanley Potrykus Qualifications: R 400.8113(7)(a) (9). Date PD Approved: 02/02/2024
Facility Address	Mailing Address
3380 Orchard Lake Road West Bloomfield Twp., MI 48324	5810 Commerce Road West Bloomfield, MI 48324
Facility Phone Number	Facility Email Address
(248) 865-6360	sarah.mcdowell@wbsd.org
Original License Issuance Date	License Status:
08/26/2022	Regular
License Effective Date:	License Expiration Date:
02/26/2023	02/25/2025

ALLEGATION(S)

	Violation Established?	
On 12/13/2023, Child A was not signed out correctly at the after school program. She went back into the room after retrieving her coat in the gym and no one was there. There were other adults in the building who stayed with her until her mother arrived.	Yes	
Child A's attendance was not recorded correctly on 12/13/2023.	Yes	

METHODOLOGY

Date	Activity
12/15/2023	Special Investigation Initiated via Phone Call Interviewed Sarah McDowell, Licensee Designee
12/15/2023	Contact – Text Message Received Ms. Dowell completed incident report in CCHIRP
12/17/2023	Special Investigation Case Created SI-00080775
12/20/2023	Inspection Completed On-Site from 3:40 p.m. to 4:17 p.m. Interviewed CCSM 1 CCSM 2 CCSM 3
01/10/2024	Contact – Document Received Attendance record for 12/13/2023
01/17/2024	Contact – Phone Call Made Interviewed Child A's Mother
01/18/2024	Exit Conference with Ms. McDowell

ALLEGATION: On 12/13/2023, Child A was not signed out correctly at the after school program. She went back into the room after retrieving her coat in the gym and no one was there. There were other adults in the building who stayed with her until her mother arrived.

INVESTIGATION:

On 12/15/2023, Ms. McDowell sent me a text message stating that Child A was not signed out of the after school program correctly and when she went back into the room, no one was there. There were other adults in the school building who kept her safe until her parent arrived.

On 12/15/2023, I interviewed Ms. McDowell via telephone. She stated during the after school program, CCSM 1 took Child A down to the gym to retrieve her jacket. During this time, CCSM 2 walked three children out with her while she was leaving. After retrieving Child A's jacket, CCSM 1 walked her down to the hallway of the annex and sent her back down to the cafeteria where CCSM 2 was. CCSM 2 thought Child A was being picked up in the front of the school building and that CCSM 1 had taken her to her parent's vehicle for pick up. Child A was alone in the cafeteria for one to two minutes before she walked down to the i-center because she remembered that there were adults present in the building for Girl Scouts. The Girl Scout leader talked with Child A and waited for Child A's Mother to arrive. Once Child A's Mother arrived, Child A left.

On 12/15/2023, I received and reviewed video footage of the incident. The video showed the following:

- At 6:06 p.m., CCSM 1 and Child A walk back to the cafeteria and Child A runs through the annex to the cafeteria.
- At 6:07 p.m., Child A runs around the cafeteria. There were no other people in the cafeteria.
- At 6:10 p.m., Child A left the cafeteria and runs around the hallway.
- At 6:12 p.m., Child A went into the i-center where there were other people in the room.

On 12/20/2023, I completed an unannounced on-site inspection. I interviewed CCSM 1, CCSM 2, and CCSM 3 separately. CCSM 1 stated he and CCSM 2 were present with four children. Child A left her jacket in the gym. Since he was scheduled to leave at 6:00 p.m. and his car was parked in the front of the building, he told CCSM 2 that he was taking Child A to the gym to go get her jacket. CCSM 2 was staying until closing 6:30 p.m. He believes either CCSM 2 did not hear him tell her that he was taking Child A to get her jacket in the gym or she assumed Child A's Mother was picking her up in the front of the school. After they retrieved the jacket, he walked her back to the hallway that leads back to the cafeteria. He saw her run down the annex that is connected to the cafeteria. He walked to his car and left. Ms. McDowell called him later that evening and discussed the incident with him. He reported during the after school program, the children's parents are supposed to sign them out on the center's iPad via the app. He admitted that on that day, he signed all the children out before he left because CCSM 2 does not know how to use the iPad and app to sign the children in and out.

CCSM 2 stated she and CCSM 1 were present with four children. CCSM 1 was scheduled to leave at 6:00 p.m. and she was scheduled to close at 6:30 p.m. CCSM 1 left the cafeteria with Child A. She assumed that Child A's Mother was picking her up at the front of the building so that is why Child A left with CCSM 1. She did not hear CCSM 1 tell her that he was going to take Child A to the gym to get her jacket. Shortly after CCSM 1 and Child A left the cafeteria, the three children's parents arrived to pick them up. She turned off the lights and left the school. During the after school program, the children's parents are supposed to sign them out on the center's iPad via the app. She could not recall who signed Child A out. She denied that CCSM 1 signs the children out before he leaves when they are working together and she leaves after him. She knows how to use the iPad and the app to sign the children in and out. Ms. McDowell called her later that evening and discussed the incident with her.

CCSM 3 stated during the after school program, the children's parents are supposed to sign them out on the center's iPad via the app. CCSM 2 does not know how to use the iPad and the app to sign the children in and out. When CCSM 2 is the closer and CCSM 1 is working with her, CCSM 1 signs the children out for her. On 12/13/2023, CCSM 1 signed all the children out for CCSM 2 before he left the school.

On 01/10/2024, I received and reviewed the attendance record for 12/13/2023. Child A was signed in at 3:22 p.m. by CCSM 3 and signed out at 6:04 p.m. by CCSM 1.

On 01/17/2024, I interviewed Child A's Mother via telephone. She stated that the incident was a result of miscommunication between CCSM 1 and CCSM 2 about CCSM 1 taking Child A to the gym to get her jacket. They made a mistake. She arrived at the school at 6:10 p.m. and was looking at her email on her phone before she went in the school to get Child A. At 6:14 p.m., Witness called Child A's Mother and told her to drive to the other side of the school to pick up Child A. Child A's Mother spoke to Ms. McDowell about the incident and feels that the incident was handled appropriately. Ms. McDowell ensured her that the children will be signed in and out correctly.

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:	Based on the interviews that were conducted and the video footage, CCSM 1 and CCSM 2 did not provide appropriate care and supervision of Child A. Child A was left alone at the after school program without an approved CCSM from 6:07 p.m. to 6:14 p.m. due to the miscommunication between CCSM 1 and CCSM 2 regarding the reason for CCSM 1 leaving with Child A and CCSM 2 signing Child A out before she actually left the after school program.
CONCLUSION:	Violation Established

ALLEGATION: Child A's attendance was not recorded correctly on 12/13/2023.

INVESTIGATION:

On 12/20/2023, I interviewed CCSM 1, CCSM 2, and CCSM 3 separately. They all stated that during the after school program, the children's parents are supposed to sign them out on the center's iPad via the app. CCSM 1 and CCSM 3 said when CCSM 1 and CCSM 2 are working together and CCSM 2 is the closer, CCSM 1 signs the children out before he leaves because CCSM 2 does not know how to use the iPad and the app to sign the children in and out.

On 12/15/2023, I received and reviewed video footage of the incident. The video showed at 6:06 p.m., CCSM 1 and Child A walked back to the cafeteria and Child A ran through the annex to the cafeteria. At 6:07 p.m., Child A ran around the cafeteria and there were no other people in the cafeteria.

On 01/10/2024, I received and reviewed the attendance record for 12/13/2023. Child A was signed out at 6:04 p.m. by CCSM 1.


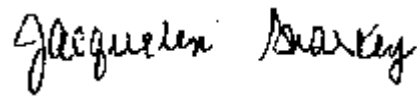
On 01/17/2024, I interviewed Child A's Mother via telephone. She said she picked up Child A at 6:14 p.m.

RULE/STATUTORY VIOLATIONS:

APPLICABLE RULES	
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 electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.
ANALYSIS:	Based on the interviews that were conducted, the video footage, and the attendance record for 12/13/2023, the center did not maintain an accurate record of daily attendance for 12/13/2023. CCSM 2 signed Child A out on 12/13/2023 at 6:04 p.m. and Child A's Mother picked her up at 6:14 p.m.
CONCLUSION:	Violation Established

BUREAU RECOMMENDATION

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

Approved By:	
 Alicia Wiggins Consultant	 Jacquelin Sharkey Area Manager
02/07/2024 Date	02/07/2024 Date