



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 7, 2022

Kimberley Steig
Clubhouse Childcare Services LLC
7751 Northland Drive
Stanwood, MI 49346

RE: License #: DC670411314
Investigation #: 2022D1080020
Huntley's Clubhouse Reed City

Dear Ms. Steig:

I conducted a special investigation because the child care licensing division received information regarding your facility that related to licensing rules or law. The information was related to the following:

R 400.8125(1) Staff; volunteer; requirements.

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

- I interviewed the program director/licensee designee, child care staff member,s and parents.
- I completed on-site inspections on the following dates: 9/19/2022.

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

R 400.8125(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, the matter will be forwarded to the disciplinary unit.

The special investigation report is attached. Due to the violation(s) identified in the report, a written corrective action plan was required. On 09/19/2022, you submitted an acceptable written corrective action plan.

It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved plan.

A six-month provisional license is recommended. You signed a provisional waiver form on September 19, 2022.

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 the enclosed documentation for accuracy and contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 284-9730.

Sincerely,

Amanda Wendell

Amanda Wendell, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 492-5410

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC670411314
Investigation #:	2022D1080020
Complaint Receipt Date:	09/16/2022
Investigation Initiation Date:	09/19/2022
Report Due Date:	11/15/2022
Licensee Name:	Clubhouse Childcare Services LLC
Licensee Address:	7751 Northland Drive Stanwood, MI 49346
Licensee Telephone #:	Unknown
Administrator:	Kimberley Steig, Designee
Licensee Designee:	Kimberley Steig, Designee
Name of Facility:	Huntley's Clubhouse Reed City
Facility Address:	4150 225th Ave Reed City, MI 49677
Facility Telephone #:	(231) 307-3037
Original Issuance Date:	05/06/2022
License Status:	ORIGINAL
Effective Date:	05/06/2022
Expiration Date:	11/05/2022
Capacity:	100
Program Type:	CHILD CARE CENTER

II. ALLEGATION(S)

	Violation Established?
Child A was left unsupervised on the playground.	Yes

III. METHODOLOGY

09/16/2022	Special Investigation Intake 2022D1080020
09/19/2022	Special Investigation Initiated - On Site 12:50 P.M. - 2:00 P.M. Interview with program director/licensee designee Ms. Kimberley Steig and child care staff members Ms. Paige Henson and Ms. Ebennie Juarez
09/19/2022	Inspection Completed-BCAL Sub. Non-Compliance
09/19/2022	Contact - Document Received Provisional Waiver
09/19/2022	Corrective Action Plan Received
09/19/2022	Corrective Action Plan Approved
09/19/2022	Exit Conference with Ms. Steig
09/28/2022	Contact - Telephone call made Interviews with Child A's Mother and Child B's Mother

ALLEGATION: Child A was left unsupervised on the playground.

INVESTIGATION: On 09/16/2022, the department received an incident report and supporting documentation that Child A (female, 17 months) was left unsupervised on the playground after her class returned to the classroom.

On 09/19/2022, I completed an onsite inspection. Program director Ms. Kimberley Steig was not present at the time of the incident and does not have any firsthand knowledge of what happened. Ms. Paige Henson was the acting program director at that time. Ms. Steig reported that there are cameras in the classrooms that would show how long Child A was unattended, but that she could not access the video.

Ms. Paige Henson reported that she was in the office when child care staff member Ms. Allison Fabian came in with Child A and said that she had found the child standing outside the glass door from the playground to the building. Ms. Henson took the child to the Toddler 1 classroom, where former child care staff member Ms. Gail Falin was present with three children. Ms. Henson looked over Child A and did not see any marks. She gave her water, then contacted her supervisors, who had all involved staff write statements about what occurred. Ms. Falin was terminated on the spot and the corporation's CEO contacted Child A's Mother and Child A's Father. Ms. Henson reported that, at the time of the incident, there was a shift in workers. Ms. Falin was outside with her class, and Ms. Juarez was working with her. Ms. Juarez was leaving to go home, as Ms. Falin was bringing children inside and Ms. Falin failed to count the children. Ms. Henson provided me with a ratio sheet that the center utilizes to prevent incidences such as this. Ms. Henson reported that Ms. Falin does not like the additional paperwork that the ratio sheet requires and that she is not always accurate with her sheet. According to the sheet, the class went outside at 3:15 P.M. and returned inside at 3:57 P.M. However, Child A was found at 3:55 P.M. Therefore, it is unknown how long Child A was left unattended on the playground.

Ms. Ebennie Juarez was working in the Toddler 2 classroom with four children when, at 3:29 P.M., she was told to take her classroom to combine with the Toddler 1 class, who was on the playground. When she arrived on the playground, Ms. Juarez added her children's names to the ratio sheet. After five or ten minutes, she was told to take one of the children in her care to a different staff member and another child went with another staff member. Ms. Juarez was preparing to leave, resulting in Ms. Falin caring for four children. Ms. Juarez left briefly, then returned to the playground and asked Ms. Falin if she needed help. She then took the children's cups and two children and returned to the classroom. She left the classroom as Ms. Falin was returning and it did not register with her that Ms. Falin only had one child. Ms. Juarez reported that, based on her recollection, Child A was left unattended for approximately 5-6 minutes.

Child A's Mother received a call from the corporation's CEO approximately an hour after the incident, reporting that a staff member found Child A outside and brought her in to her classroom. She was told that Child A was outside for fewer than 10 minutes, she was checked over and did not have any injuries, she was not crying, and she appeared to be in a good mood. Ms. Falin was fired that day. Child A's Mother denied that she had any concerns prior to this incident or since. Child A is still in care and the program has taken additional steps to prevent an incident like this from happening in the future.

Child B's Mother denied any concerns with the level of care Child B receives. She stated that the staff are very attentive and caring.

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:	Staff did not provide appropriate care and supervision of Child A when she was left unsupervised on the playground.
CONCLUSION:	VIOLATION ESTABLISHED

IV. RECOMMENDATION

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

Amanda Wendell

10/7/2022

Amanda Wendell
Licensing Consultant

Date

Approved By:

Candice Case-French

10/7/2022

Candice Case-French
Area Manager

Date