



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 13, 2022

Jamie Ouellette
Swan Valley School District
8400 O'Hern
Saginaw, MI 48609

RE: License #: DC730020811
Investigation #: 2023D0012002
Swan Valley Learning Center

Dear Ms. Ouellette:

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, child care staff member, witnesses, parents, children, or others with relevant information.
- I completed on-site inspections on the following dates: 10/20/2022, 11/04/2022, and 11/17/2022.

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.

Due to the violations, you must send us a corrective action plan by 12/30/2022. 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.

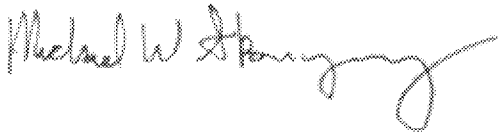
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible 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](#).

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,



Michael Skonieczny, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa
 PO Box 30664
 Lansing, MI 48909
 (989) 289-8572

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC730020811
Investigation #:	2023D0012002
Complaint Receipt Date:	10/18/2022
Investigation Initiation Date:	10/19/2022
Report Due Date:	12/17/2022
Licensee Name:	Swan Valley School District
Licensee Address:	8360 O'Hern Saginaw, MI 48609
Licensee Telephone #:	(989) 921-4201
Administrator:	Jamie Ouellette, Designee
Licensee Designee:	Jamie Ouellette, Designee
Name of Facility:	Swan Valley Learning Center
Facility Address:	8400 O'Hern Saginaw, MI 48609
Facility Telephone #:	(989) 921-2461
Original Issuance Date:	09/18/1989
License Status:	REGULAR
Effective Date:	08/24/2022
Expiration Date:	08/23/2024
Capacity:	108
Program Type:	CHILD CARE CENTER

II. ALLEGATION(S)

	Violation Established?
Child A (4-year-old male) was left on a school bus after a field trip.	Yes

III. METHODOLOGY

10/18/2022	Special Investigation Intake - 2023D0012002
10/19/2022	Special Investigation Initiated – Telephone call to Child Care Licensing Bureau consultant Mary Smith
10/20/2022	Inspection Completed On-site 12:40 - 2:00PM - Child care staff members Lonnie Kubik, Elizabeth Jacob, and Teresa Hernandez were interviewed onsite.
11/02/2022	Contact - Telephone call made to Child A's mother
11/02/2022	Contact - Telephone call made to Swan Valley Schools Transportation Department
11/02/2022	Contact - Telephone call made to child care staff member Rebecca Troupe. A voicemail was left.
11/02/2022	Contact - Telephone call received from Ms. Troupe
11/02/2022	Contact - Telephone call received from Bus Driver [REDACTED]
11/02/2022	Contact - Telephone call made to Ms. Kubik
11/03/2022	Contact - Telephone call received from Child A's mother.
11/04/2022	Inspection Completed On-site 3:00PM-3:45PM
11/17/2022	Inspection Completed On-site 2:00PM-2:30PM
11/21/2022	Exit Conference with Jamie Ouelette.

ALLEGATION: Child A (4-year-old male) was left on a school bus after a field trip.

INVESTIGATION: On 10/19/2022 I spoke with child care licensing consultant Mary Smith. There is currently no program director for the program as their former program director left unexpectedly. There have been no other recent issues with this center.

On 10/20/2022 I conducted an onsite visit at the Swan Valley Learning Center. Child care staff member Lonnie Kubik was spoken with about the incident. The previous program director left for a vacation on 9/19/2022 and never returned to work. On Friday 10/14/2022 the preschool classes took a field trip to Johnson's Pumpkin Farm. There were approximately 37 children on the field trip along with six child care staff members and a number of parent volunteers. Not all the children returned on the bus after the trip as a number of children were picked up or taken home from the pumpkin farm by their parents. Approximately 20-25 children returned on the bus. Ms. Kubik got off first and went to the office. Parents were waiting to pick up their children when the bus returned. After 10-15 minutes or so, child care staff members Rebecca Troupe and Theresa Hernandez came into the office carrying Child A who was sleeping. They reported that Child A had been left on the bus after the trip. The bus driver dropped off the children after the trip, returned to the bus garage where he conducted a sweep of the bus and found Child A sleeping in a seat. He then drove the bus back to the center and alerted staff that a child was still on the bus. The staff has been working long hours since the program director left, and everyone has been under a great deal of stress. Child A is in Ms. Troupe's preschool class. None of the child care staff realized Child A was missing until they were alerted by the bus driver. Ms. Kubik called Child A's mother and reported the incident to her. She also called her child care licensing consultant and made sure an incident report was created. Child A returned to preschool on Monday and Child A's mother was spoken with some more about the incident. Child A will continue attending the program.

Child care staff member Elizabeth Jacob was spoken with. Ms. Jacob is an assistant caregiver in Ms. Troupe's classroom. After the field trip on Friday, she followed Ms. Troupe off the bus. Two or three children left with their parents and the rest of the children were led to the after-school program. She started putting things away in the kitchen and then began working the front desk. She is not sure how many children they had riding the bus. Ms. Troupe had the class list and she assumed Ms. Troupe was going to do a head count and ensure everyone was where they were supposed to be. Nothing like this has ever happened before. She did not even know Child A had been left on the bus until she had heard about it later. They have been short staffed for a while, and everyone is working to ensure all the classrooms and the front desk are covered.

Child care staff member Teresa Hernandez was spoken with. Ms. Hernandez is an assistant caregiver in Ms. Kubik's classroom. After they got back from the field trip, she and Ms. Kubik got off the bus with their six remaining children. They walked to the front door and three of the children went with their parents and the other three went to after school care. She then went to put the supplies away. After several minutes, a school employee came to the door and said that the bus just came back,

and the driver said Child A was left on there. Child A was still sleeping. She and Ms. Troupe ran out there and got Child A off the bus and took him inside to the office.

On 11/2/2022, I called Child A's mother and left a voicemail requesting a call back.

On 11/2/2022 I called the Swan Valley Transportation Department and left a voicemail asking the bus driver to call back at their earliest convenience.

On 11/2/2022 I called child care staff member Rebecca Troupe and left a voicemail.

On 11/2/2022 I spoke with Ms. Troupe. Ms. Troupe reported she worked at Swan Valley Learning Center for eight years but ended her employment at the center on October 21, 2022. She was a lead caregiver in Child A's preschool classroom. She took 14 children on their field trip to the pumpkin farm and brought back eight children on the bus. She was sitting in the middle of the bus and spoke to Child A a couple of times on the way home. She did not realize he had fallen asleep. When they returned to the school, she grabbed a large box and asked her children to remain on the bus while the first class got off the bus. She was concerned about children getting off the bus while holding their pumpkins. She got off the bus first and then helped her children off the bus. Ms. Hernandez followed her children off the bus. There were parents waiting to sign out their children but she was asking parents to wait until they got all the children inside so they could get an accurate count. She saw Ms. Hernandez exit the bus and assumed all her children had gotten off the bus. She was talking to parents about snacks and was looking at the group of remaining children. She realized Child A was not with the group. At that moment, someone knocked on the door and said the bus driver had returned and said a child had been left on the bus. She got Child A off the bus, reported it to Ms. Kubik and assisted in writing the report.

On 11/2/2022 I spoke to bus driver [REDACTED]. He got back to the bus garage after dropping everyone off at the Swan Valley Learning Center after their pumpkin farm field trip. He did his required sweep of the bus and found Child A sleeping in one of the seats. He then returned to the child care center and informed a staff member he had found a child on his bus. He feels the staff did a good job during the trip in caring for and supervising the children and felt it was an accident that Child A was left on the bus.

On 11/2/2022 I spoke with Ms. Kubik. The center is closed during the day currently due to a staffing shortage.

On 11/3/2022 I spoke with Child A's mother. She was advised of the incident immediately after they discovered Child A on the bus. She has never had any concerns with the care that Child A receives. He will continue to attend the program because she feels the incident was an isolated incident and occurred because the center is understaffed. They are currently closed while they hire more staff members.

On 11/4/2022 I conducted an onsite inspection. I spoke with Ms. Kubik. Ms. Troupe left her job soon after the incident after meeting with the superintendent. A new program director has been hired and there are several interviews scheduled to hire new child care staff members. The center is currently closed during the school day because they do not have enough staff to safely operate.

On 11/17/2022 I conducted an onsite inspection in order to complete an exit conference with new program director and licensee designee Jamie Ouellette. She was not present on this day.

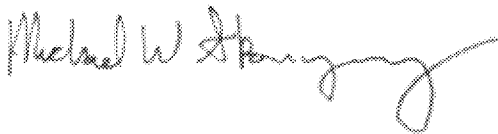
On 11/21/2022 I completed an exit conference via telephone with Ms. Ouellette. She understands the citation and the recommendation that the license be placed on a provisional status.

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:	Child A was left on a school bus after a field trip and was taken on the bus off site for approximately 10 minutes. Staff members did not immediately notice Child A was missing but eventually were contacted and told Child A was left on the bus.
CONCLUSION:	VIOLATION ESTABLISHED

IV. RECOMMENDATION

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

I recommend increased monitoring.



12/13/2022

Michael Skonieczny
Licensing Consultant

Date

Approved By:



12/13/2022

Rose A. Rafferty

Date

Area Manager