



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 26, 2022

Matthew Cairy
Freeland Community School District
710 Powley Dr.
Freeland, MI 48623

RE: License #: DC730308179
Investigation #: 2023D0210001
Freeland Elementary School

Dear Mr. Cairy:

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:

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

R 400.8125	Staff; volunteer; requirements.
R 400.8143	Children's records.
R 400.8146	Information provided to parents.
R 400.8158(3)(4)	Incident, accident, injury, illness, death, fire reporting.

The special investigation report is attached. Due to the violation(s) identified in the report, a written corrective action plan was required. On 11/24/2022, you submitted an acceptable written corrective action plan.

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:

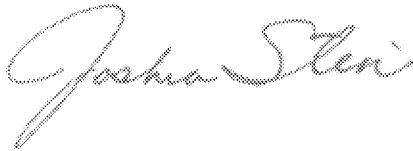
- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.

- 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,



Joshua Stein, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (517) 284-9730

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC730308179
Investigation #:	2023D0210001
Complaint Receipt Date:	09/30/2022
Investigation Initiation Date:	10/06/2022
Report Due Date:	11/29/2022
Licensee Name:	Freeland Community School District
Licensee Address:	710 Powley Dr. Freeland, MI 48623
Licensee Telephone #:	(989) 695-5527
Administrator:	Matthew Cairy, Designee
Licensee Designee:	Matthew Cairy, Designee
Name of Facility:	Freeland Elementary School
Facility Address:	710 Powley Dr. Freeland, MI 48623
Facility Telephone #:	(989) 695-5527
Original Issuance Date:	08/25/2010
License Status:	REGULAR
Effective Date:	02/25/2021
Expiration Date:	02/24/2023
Capacity:	100
Program Type:	CHILD CARE CENTER

II. ALLEGATION(S)

	Violation Established?
On 09/26/2022, Child A (female, 6 years old) tripped and hit her head on the table. Child A needed stitches.	No
Additional Findings	Yes

III. METHODOLOGY

09/30/2022	Special Investigation Intake 2023D0210001
10/06/2022	Special Investigation Initiated - On-site at 6:46 am-7:49 am; I interviewed Brynn Davis, program director, Matthew Cairry, licensee designee, Carson Fahrembruck, child care staff and Child A's Mother.
10/06/2022	Contact - Face to Face Interview with Matthew Cairry, License Designee.
10/06/2022	Exit Conference Matthew Cairry, License Designee.

ALLEGATION: On 09/26/2022, Child A (female, 6 years old) tripped and hit her head on the table. Child A needed stitches.

INVESTIGATION: On 10/06/2022, I interviewed Brynn Davis, program director. Ms. Davis said that Child A was walking in the cafeteria and tripped on a table wheel and hit her head causing her to bleed and need stitches. Child A's mother works at the school and that it was her first day attending. Ms. Davis administered first aid to Child A, and then took her down to the office. Child A's mother took her to the urgent care. The program did not have any paperwork completed for Child A prior to attending her first day. Ms. Davis did not have the child information card completed prior to attendance or the injury. Ms. Davis usually has everyone complete prior to attending, but in this instance they did not, and an incident occurred.

Ms. Davis provided me with all the child information cards for the children in the program and I was able to review them on site. They do have all the cards and information that is needed for the program at the time of my visit. Child A's parent came in after the incident and completed the necessary paperwork.

I explained to Ms. Davis that I did not receive notification 09/26/2022 and didn't receive the written incident report until 09/30/2022. The incident report was sent via email. I explained the licensing rules require that they need to notify the licensing consultant of any incident with 24 hours of a child being injured resulting in medical

attention. I also explained to Ms. Davis how important it is that any child attending the program have documentation on file prior to the child's attendance.

Ms. Davis had five staff present the day that Child A was injured. It was explained that they were transitioning from the gym to the cafeteria for breakfast. Some of the staff were in the cafeteria and some were still in the gym with the other children.

I interviewed Carson Fahrembruck, child care staff member. He was in the cafeteria and heard Child A fall. He helped provide some first aid. He did not witness the actual fall but helped the child.

I interviewed Child's A mother at the school. She completed the paperwork for Child A after the incident occurred. She does not have any concerns with the program and Child A is still attending the program. She did not have any other concerns.

I interviewed Matthew Cairy, licensee designee. I informed him of the incident, and he stated that he was aware. I explained that the program did not have any child information on-site prior to the incident. He has already addressed the concerns with the staff at the school and with the program director as he became aware of them after the incident. This type of incident will not occur again.

I completed an exit interview with Mr. Cairy that I would be working with Ms. Davis to complete a corrective action plan.

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:	Program Director, Brynn Davis did not ensure appropriate care and supervision of children when on 09/26/2022, Child A tripped on a table in the cafeteria resulting in Child A needing to be taken to urgent care for stitches. Ms. Davis did not have the required documentation in place to ensure the safety and well-being of Child A and if Child A's legal guardian was not on-site, Ms. Davis and her staff would not have the documentation in place to provide or secure medical treatment for Child A.
CONCLUSION:	VIOLATION ESTABLISHED

APPLICABLE RULE	
R 400.8143	Children's records.
	(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is

	completed and signed by the child's parent. The center shall keep it on file and accessible in the center.
ANALYSIS:	The program director, Ms. Davis, failed to obtain a child information card for Child A at initial attendance. Ms. Davis reported during the interview on 10/06/2022 that the program did not have Child A's child information card or any documentation completed until after the incident of Child A hitting her head on the table resulting in her needing to get stitches. I also confirmed with Child A's mother that she did not complete the necessary paperwork until after Child A attended the program and after the incident occurred.
CONCLUSION:	VIOLATION ESTABLISHED

APPLICABLE RULE	
R 400.8146	Information provided to parents.
	<p>(1) A center shall provide a written information packet to each parent enrolling a child that includes at least all of the following:</p> <ul style="list-style-type: none"> (a) Criteria for admission and withdrawal. (b) Schedule of operation, denoting hours, days, and holidays during which the center is open, and services are provided. (c) Fee policy. (d) Discipline policy. (e) Food service policy. (f) Program philosophy. (g) Typical daily routine. (h) Parent notification plan for accidents, injuries, incidents, and illnesses. (i) Transportation policy, if applicable. (j) Medication policy. (k) Exclusion policy for child illnesses. (l) Notice of the availability of the center's licensing notebook. The notice must include all of the following: <ul style="list-style-type: none"> (i) The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the last 5 years. (ii) The licensing notebook is available to parents during regular business hours. (iii) Licensing inspection reports, special investigation reports, and corrective action plans from at least the past 3 years are available on the department's child care licensing website at

	<p>www.michigan.gov/michildcare. The website address must be in bold print.</p> <p>(m) The website where parents can access these rules is www.michigan.gov/michildcare.</p>
ANALYSIS:	The licensee designee Mr. Cairy, nor the program director, Ms. Davis provided a written information packet to Child A's mother until after Child A attended the program. Ms. Davis informed licensing that Child A attended for the first time the day of the incident and no documentation or information was provided to Child A's parent prior to Child A's attendance.
CONCLUSION:	VIOLATION ESTABLISHED

APPLICABLE RULE	
R 400.8158	Incident, accident, injury, illness, death, fire reporting.
	(3) A licensee, licensee designee, or program director shall report to the department, via phone, fax, or email, within 24 hours of notification by a parent that a child received medical treatment or was hospitalized for an injury, accident, or medical condition that occurred while the child was in care.
ANALYSIS:	Licensee designee, Mr. Cairy nor program director Ms. Davis notified the department within 24 hours of the incident involving Child A being transported to the emergency room for stitches after falling in the cafeteria on 09/26/2022. Licensing received the incident report on 09/30/2022 via email.
CONCLUSION:	VIOLATION ESTABLISHED

APPLICABLE RULE	
R 400.8158	Incident, accident, injury, illness, death, fire reporting.
	(4) A licensee, licensee designee, or program director shall submit a written report to the department of the occurrences outlined in subrules (1), (2), and (3) of this rule, in a format provided by the department, within 72 hours of the verbal report to the department.
ANALYSIS:	Licensee designee, Mr. Cairy nor program director, Ms. Davis submitted a written report to the department within 72 hours of the incident involving Child A being transported to the emergency room for stitches after falling in the cafeteria. Licensing received the incident report on 09/30/2022 via email.
CONCLUSION:	VIOLATION ESTABLISHED

IV. RECOMMENDATION

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



October 26, 2022

Joshua Stein
Licensing Consultant

Date

Approved By:



October 26, 2022

Rose A. Rafferty
Area Manager

Date