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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 29, 2019

Ashley Karsten
Kent Intermediate School District
1800 Leffingwell NW
Grand Rapids, MI 49525

RE: License #: DC410340521
Investigation #: **2019D0611013**
Kent ISD - Godwin GSRP

Dear Ms. Karsten:

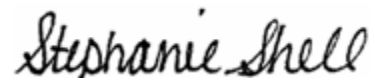
Attached is the Special Investigation Report for the above referenced facility. Due to the violations identified in the report, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and must include the following:

- 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.

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 (616) 356-0183.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your licensing notebook.

Sincerely,

Handwritten signature of Stephanie Shell in cursive script.

Stephanie Shell, Licensing Consultant
Bureau of Community and Health Systems
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(616) 481-3498

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC410340521
Investigation #:	2019D0611013
Complaint Receipt Date:	03/26/2019
Investigation Initiation Date:	03/26/2019
Report Due Date:	05/25/2019
Licensee Name:	Kent Intermediate School District
Licensee Address:	1800 Leffingwell NW Grand Rapids, MI 49525
Licensee Telephone #:	Unknown
Administrator:	Ashley Karsten, Designee
Licensee Designee:	Ashley Karsten, Designee
Name of Facility:	Kent ISD - Godwin GSRP
Facility Address:	28 Bellevue St. SE Grand Rapids, MI 49548
Facility Telephone #:	(616) 447-5683
Original Issuance Date:	01/09/2014
License Status:	REGULAR
Effective Date:	07/09/2018
Expiration Date:	07/08/2020
Capacity:	80
Program Type:	CHILD CARE CENTER

II. ALLEGATION(S)

	Violation Established?
Appropriate care and supervision were not provided when Child A was left unattended on the playground.	Yes

III. METHODOLOGY

03/26/2019	Special Investigation Intake 2019D0611013
03/26/2019	Special Investigation Initiated - Telephone Spoke to lead caregiver Jocelyn Kroupa
03/27/2019	Inspection Completed On-site 9:44am – 10:55am Interviewed Joceyln Kroupa
03/27/2019	Contact - Telephone call made Spoke to Child A's father
04/17/2019	Contact - Telephone call made Spoke to Angelica Toledo
04/17/2019	Exit Conference

ALLEGATION: Appropriate care and supervision were not provided when Child A was left unattended on the playground.

INVESTIGATION: On 3/26/2019, I received an incident report from lead caregiver, Joceyln Kroupa. Ms. Kroupa reported that Child A (male, 5 years old) was left on the playground unattended. On 3/26/2019, I spoke to Ms. Kroupa on the telephone regarding the incident.

On 3/27/2019, I completed an unannounced inspection at the facility. During my onsite inspection, I spoke to Ms. Kroupa. She reported that Ms. Angelica Toledo was covering for another caregiver in the room. Ms. Toledo took 11 of the 13 children that were in their care outside to play on the playground. Ms. Kroupa was inside helping a child change their pants after having an accident, and another child was with her that was not ready to go outside. Ms. Kroupa reported that she was getting ready to take the other two children outside when a parent arrived to pick up her child that was outside with Ms. Toledo. When Ms. Kroupa got to the door, Ms.

Toledo was lining up to come inside. Ms. Toledo told her that there was a lock down emergency drill and was sent inside. Ms. Kroupa told Ms. Toledo to take the children into the classroom while Ms. Kroupa spoke to a parent. After speaking to the parent Ms. Kroupa returned to the classroom. It wasn't until Head Start Director, Amy Diephouse returned Child A into the classroom that they knew he was missing. Ms. Kroupa reported that he was gone for "maybe 3 minutes."

During my onsite inspection, I spoke to Head Start Director, Ms. Amy Diephouse. She reported that Head Start lead caregiver Rebecca Burkett informed her that Child A was in her classroom. Ms. Diephouse took Child A back to Ms. Kroupa's class. She stated that Ms. Kroupa did not realize he was gone until he returned to the classroom. Ms. Diephouse reported that Child A did not appear to be scared or upset.

During my onsite inspection, I interviewed Head Start lead caregiver Rebecca Burkett. Ms. Burkett reported that during the lockdown procedure, she heard a child at the window say "Is anyone in there? I am alone and my class left me." Ms. Burkett opened the window all the way up and lifted him in through the window. Ms. Burkett report that the Child A was not scared or crying. Child A informed her that he belonged in Ms. Kroupa's classroom. Ms. Burkett informed Ms. Diephouse that she had one of Ms. Kroupa's students. Ms. Burkett reported he was in her classroom for about 5 minutes.

On 3/27/2019, I spoke to Child A's father. Child A's father reported that he was aware of the situation. He reported that he understands that things happen and that he has taught his son not panic. He reported that his son laughed about it when he got home, and it has not negatively affected him. Child A's father reported that the caregivers in that class are wonderful and his son has learned so much this school year. He has no concerns and stated, "if anyone has an issue with this, they can come talk to me."

On 4/17/2019, I spoke to caregiver Angelica Toledo. Ms. Toledo reported that she was covering for Ms. Kroupa's caregiver on 3/26/2019. Ms. Kroupa told her to take a group of 11 children outside. While she was outside, another caregiver told her to take her class inside for a lock down drill. Ms. Toledo reported that she felt rushed and hurried to line up the children to take them inside. She forgot to count the children to ensure that she had all 11 children. Ms. Toledo reported that she always counts to make sure no one is left behind and accidently forgot. Ms. Toledo reported that she and Ms. Kroupa was not aware that Child A was missing until he was brought back into the classroom. She reported that he was gone for about 4 minutes.

APPLICABLE RULE	
R 400.8125	Staff and Volunteers.
	(1) All staff and volunteers shall provide appropriate care and supervision of children at all times.
ANALYSIS:	Appropriate care and supervision were not provided when Child A was left unattended on the playground.
CONCLUSION:	VIOLATION ESTABLISHED

IV. RECOMMENDATION

I recommend no change to the licensing status.

Stephanie Shell

04/29/2019

Stephanie Shell
Licensing Consultant

Date

Approved By:

Jaime Byerly

4/29/2019

Jaime Byerly
Area Manager

Date