



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 27, 2019

Julie Hadley
Potterville Public Schools
420 N High St
Potterville, MI 48876

RE: License #: DC230019211
Potterville C C C
Potterville Old Elem
420 N High St
Potterville, MI 48876

Dear Ms. Hadley:

Attached is the Licensing Study Report for the above referenced facility. Due to one or more rule violations, 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 be reminded that you are required to submit the Annual Documentation of Compliance form for the school-age portion of your program every year to demonstrate continued adherence to the requirements of 1973 PA 116, the child care center rules and the terms of your license. A reminder letter will be sent to you.

Please 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) 284-9720.

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Michelle Gleed".

Michelle Gleed, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 599-7404

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #: DC230019211

Licensee Name: Potterville Public Schools

Licensee Address: 420 N High St
Potterville, MI 48876

Licensee Telephone #: (517) 645-2696

Licensee/Designee: Julie Hadley, Designee

Name of Facility: Potterville C C C

Facility Address: Potterville Old Elem
420 N High St
Potterville, MI 48876

Facility Telephone #: (517) 645-4714

Original Issuance Date: 09/17/1986

Capacity: 76

Age Range: Ages Birth Thru 12 years

Program Components: PRESCHOOL
SCHOOL AGE
INFANT/TODDLER

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/25/2019
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 05/11/2017
 Date of Lead Hazard Risk Assessment, if applicable: 05/19/2016
 Date of Documentation of Playground Compliance, if applicable: 11/18/08

		No. of Records Reviewed
No. of children enrolled in care	66	15
No. of staff employed	10	4
No. of volunteers	0	0
No. of children present at time of inspection	23	
No. of staff present at time of inspection	7	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	23	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Rooms 8, 9, 10, 12, 13, and the multipurpose room/"gym"
 Approved Program Director: Julie Hadley
 Approved Central Administrator: None
 Approved Variances: None
 Key Indicator Inspection: This was not a key indicator inspection.

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center’s records, including staff records and children’s records. Staff records include background checks and training information. Children’s records include child information cards, physical examination dates, and immunizations.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8143 Children's records.

(1) At the time of the child's initial attendance, the center shall obtain a child information card, using a form provided by the department or a comparable substitute, completed

and signed by the parent, and the center shall keep it on file and accessible in the center.

There were five child information cards missing the allergies, special needs, and special instructions section.

R 400.8340 Food services and nutrition; provided by parents.

(3) Breast milk, formula, milk, other beverages, and food furnished in a same-day supply shall be covered and labeled with the child's first and last name and the date.

There were two bottles in the infant/toddler room that were not labeled with the child's first and last name and the date. There were several cups in the infant/toddler room that were not labeled with the child's first and last name and the date.

IV. RECOMMENDATION

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



March 28, 2019

Michelle Gleed
Licensing Consultant

Date