



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 2, 2022

Colleen Erpelding
Pottersville Public Schools
426 N High St
Pottersville, MI 48876

RE: License #: DC230400840

RE: SI LOG #: 2022D0451005
Pottersville Elementary School
426 North High Street
Pottersville, MI 48876

Dear Ms. Hadley:

This letter is to advise you that the 01/30/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Special Investigation Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8155(4)(a-c); Child accidents and incidents; child and staff illness	Until the start of this investigation, Colleen Erpelding was not informing all parents at the center when a child and/or child care staff member tested positive for COVID-19.	Colleen Erpelding stated the program director and/or lead teachers will send communications to all families within two hours of receiving a report of a communicable disease. This will be done via group email as well as group announcement via the online billing system. COVID-19 close contacts will be contacted individually within 24 hours of a confirmed positive COVID-19 case. Communicable diseases	Immediately and ongoing

		will be posted on the parent bulletin boards. The program director will be responsible for ensuring compliance.	
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It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (517) 284-9727.

Kind regards,



Michelle Gleed, Licensing Consultant
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(517) 599-7404