



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 18, 2022

Joy Larson
The Potter's House
810 VanRaalte S.W.
Grand Rapids, MI 49509

RE: License #: DC410264782
The Potter's House
810 VanRaalte Drive, SW
Grand Rapids, MI 49509-1101

Dear Ms. Larson:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/13/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, Ms. Larson and Ms. Kortman engaged in positive interactions with the children during large group, handwashing, and snack time. The classroom was inviting, well maintained, and organized. I provided Ms. Larson with technical assistance for the following:

8143(1) Child information card: unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. **Note:** a blank field, a line through a field or "N/A" are not acceptable responses.

8143(3) Children's records: immunization records must be on file at the center on or before the child's first day of attendance. **Note:** a printed copy of immunization records can be printed off by the center using the Michigan Care Improvement Registry (MCIR) on or before the child's first day of attendance.

8112(2)(b) Comprehensive background check; fingerprinting: ensure that each individual has a complete consent and disclosure form on file at the center; page 5 was missing for two staff members and not completed for another staff member. **Note:** if you are concerned about maintaining personal information in the file, you may only black out the following information as all additional information is required by Michigan State Police:

- Social Security Number
- Address

- Driver's License Number
- Telephone Number
- Email Address
- Prior Residency Information.

8112(2)(d) Comprehensive background check; fingerprinting: the licensee must establish and activate an account and accurately enroll each individual listed in subrule (1) of this rule in the Child Care Background Check (CCBC) system. **Note:** individuals with multiple roles with the center must have each role assigned to them in the CCBC system. Ms. Larson was only listed as the program director as of the date of this report, but she is also the licensee designee and a child care staff member.

8131(12) Professional Development: when the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within six months of the notice. Ms. Larson, Chris Kortman, and Maria-Elena Pimentel need to complete the 2021 health and safety training; the link to the 2021 health and safety training was provided to Joy Larson via email on 05/18/2022.

8161(1) and (2) Emergency procedures: review the center's emergency plans to ensure each required plan is written and posted (if applicable) and that the plans include all the required elements as outlined in rule 8161(2). Sample emergency plans were emailed to Ms. Larson on 05/18/2022, along with the link to the technical assistance manual for centers.

8140(4) Discipline policy: the center's discipline policy must include positive methods of discipline and all prohibited methods listed in rule 8140(2)(a)-(e).

8125(4) Staff; volunteer; requirements: a licensee shall have a written policy regarding screening and supervision of staff and volunteers, including volunteers who are parents of a child in care. The policy must include a statement that any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care.

8125 Staff; volunteer; requirements: all supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. A copy of this clearance must be kept on file at the center. **Note:** the national sex offender registry may be used in lieu of the Michigan sex offender registry.

As a result of the inspection, I did not find any rule or law violations.

During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A

description of when inspection letters are completed can be found under Overview of Licensing Reports.

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) 284-9730.

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 that reads "Pamela Walker".

Pamela Walker, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(616) 250-8864