



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 7, 2021

Rachel Neubert  
Appletree Learning Center Knapp, LLC  
555 Cascade W Parkway SE  
Grand Rapids, MI 49546

RE: License #: DC410327696  
2020D0614013  
RE: SI LOG #: Appletree Learning Center Knapp  
3100 Learning Lane  
Grand Rapids, MI 49525

Dear Mrs. Neubert:

This letter is to advise you that the 01/05/2021 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
400.8125(1) Staff; volunteer; requirements.	Ms. Garcia and another staff member did not provide appropriate care and supervision to children when she left a child care child alone in the classroom bathroom. He was found crying by the program director.	Rachel Neubert will train staff on a new system called name to face to ensure all children are counted for when exiting or entering a new classroom.	Training completed on 12/15/2020. Observation of new system completed during the week of 01/05/2021.

400.8158(2)(b) Incident, accident, injury, illness, death, fire reporting.	Ms. Neubert did not report to the department or Child A's parents the allegations received regarding inappropriate contact between Ms. Vandermeer and Child A. Ms. Neubert also did not reports to the department when Ms. Garcia-Lopez left a child alone in the classroom bathroom.	Ms. Neubert is reviewing with all administration staff the reporting expectations and who to verbally contact.	01/05/2021
400.8158(4) Incident, accident, injury, illness, death, fire reporting.	There was no written report provided to the department received regarding inappropriate contact between Ms. Vandermeer and Child A, nor a report for Ms. Garcia-Lopez leaving a child alone in the classroom bathroom.	Ms. Neubert is reviewing with all administration staff the reporting expectations, what documents to use and where/who to send the documents to.	01/05/2021

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 (616) 356-0183.

Sincerely,

A handwritten signature in black ink, appearing to read "Samantha Struppa". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Samantha Struppa, Licensing Consultant  
Bureau of Community and Health Systems  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(616) 690-2934