



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

October 18, 2022

Rebecca Ryskamp  
Appletree Learning Center Knapp, LLC  
555 Cascade W Parkway SE  
Grand Rapids, MI 49546

RE: License #: DC410327696  
RE: SI LOG #: 2022D0715014  
**Appletree Learning Center Knapp**  
**3100 Learning Lane**  
**Grand Rapids, MI 49525**

Dear Ms. Ryskamp:

This letter is to advise you that the 10/14/2022 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 400.8125(1) Staff; volunteer; requirements.	Child A was left unattended in the classroom for approximately 2 to 3 minutes.	Ms. Ryskamp will ensure that staff are retrained on the "name to face" policy and procedure. Daily audits on the "name to face" procedure will be conducted. Classroom visits to monitor and model the "name to face" procedure will be conducted. Additional "name to face" follow-up and training as needed at monthly team meetings.	07/27/2022  07/23/2022  07/23/2022  07/27/2022

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) 284-9730.

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