



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 6, 2021

Karen Potter
5077 Bancroft Ave.
Lowell, MI 49331

RE: License #: DF410271584
2021D0614012
RE: SI LOG #: Potter Karen
5077 Bancroft Avenue
Lowell, MI 49331

Dear Ms. Potter:

This letter is to advise you that the 08/05/2021 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
MCL 722.120 (3) Investigation, inspection, and examination of conditions, books, records, and reports...	Ms. Potter disclosed confidential information to Child C's Mother regarding Child B's scratch and conversations Child A and B's Father had with Ms. Potter. Confidential information was also disclosed to Child A and B's Father by Ms. Potter when told that a child care child acted like they had symptoms of ADHD.	Ms. Potter will not discuss confidential information regarding child care children to parents.	07/29/2021

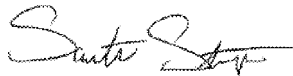
R 400.1907 (3) Child's records.	Ms. Potter's [REDACTED] is a child care child who is 2 years old and would count in ratio, however his attendance was never recorded	Ms. Potter will record daily attendance records for her [REDACTED]	07/29/2021
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It is 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 (616) 356-0183.

Sincerely,



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