



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 8, 2023

Joann Potter
7121 104th Ave.
Zeeland, MI 49464

RE: License #: DF700267119
Joann Potter
7121 104th Ave.
Zeeland, MI 49464

Dear Ms. Potter:

Attached is your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the renewal inspection on 06/06/2023, I found two violation(s) listed below and explained in the attached report:

R400.1945(4) Emergency; plan; drill.
R400.1945(5) Emergency; plan; drill.

You gave us an acceptable written corrective action plan. We will send you a regular license in the mail.

During calendar year 2022:	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

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 black ink that reads "Lisa Bush". The signature is written in a cursive style with a large initial "L" and "B".

Lisa Bush, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(616) 558-0326

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DF700267119
Licensee Name:	Joann Potter
Licensee Address:	7121 104th Ave. Zeeland, MI 49464
Licensee Telephone #:	(616) 875-6087
Licensee:	N/A
Name of Facility:	Joann Potter
Facility Address:	7121 104th Ave. Zeeland, MI 49464
Facility Telephone #:	(616) 886-4218
Original Issuance Date:	06/02/2004
Capacity:	6
Age Range:	Ages Birth Thru 17 years

II. METHODS OF INSPECTION

Date of On-site Inspection(s):

06/06/2023

	No. of Records Reviewed	
No. of children enrolled in care	8	8
No. of assistant caregivers employed	0	0
No. of child care children present at time of inspection	6	
No. of other children present at time of inspection	0	
No. of assistant caregivers present at time of inspection	0	
Licensee present at time of inspection?	Yes	
Persons Interviewed:	Licensee	☒
	Assistant Caregivers	☐

Approved child use space: The main level kitchen and one bedroom are approved for child care use. The basement play room and one bedroom are approved for child care use.

Exiting information (including second floor and basement): Exiting on the main floor includes the front door, rear slider and side door. Exiting from the basement includes three egress windows and the stairs to the main floor.

Approved variances - ☒ No ☐ Yes Description:

Key Indicator Inspection: No

Additional information:

- Pets? No ☒ Yes ☐ If yes, describe.
- Hot tubs or spa pool? No ☐ Yes ☒ If yes, are there appropriate barriers?
There is a hot tub in the back yard of the home. The hot tub has a hard lid with locking clips.
- Swimming pool? No ☒ Yes ☐ If yes, describe pool and barriers.
- Other water hazards? No ☐ Yes ☒ If yes, describe.
There is a pond in the back yard of the property that is fenced in.
- Fireplace or wood burning stove? No ☒ Yes ☐ If yes, describe.
- Fireplace/wood burner in use during child care hours? No ☒ Yes ☐ If yes, describe barriers to protect children from burns.

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care home administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the home's records, including staff records and children's records. Staff records include background checks, medical clearance information, and training information. Children's records include child information cards and child in care statements/receipts.

I provided technical assistance on ensuring that new consent and disclosure forms for all household members are filled out and kept on file. I also provided technical assistance on ensuring that child records are kept on the most recent forms and updated annually.

During the inspection, the child care home was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.1945 Emergency; plan; drill.

(4) Fire drills must be practiced while children are in care at least once quarterly, and a written record that includes the date and time it takes to evacuate must be maintained.

Ms. Potter did not complete any fire drills for the 2021 and 2022 calendar years.

R 400.1945 Emergency; plan; drill.

(5) At least 2 tornado drills must be practiced while children are in care between March and November, and a written record of these drills that includes the date must be maintained.

Ms. Potter did not complete any tornado drills for the 2021 and 2022 calendar years.

A corrective action plan was requested and approved on 06/06/2023. It is expected that the corrective action plan be implemented within the specified time frames as outlined in the approved 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.

IV. RECOMMENDATION

I recommend issuance of a regular license to this child care family home (capacity 1-6).

A handwritten signature in black ink that reads "Lisa Bush". The signature is written in a cursive style with a large initial "L".

6/8/2023

Lisa Bush
Licensing Consultant

Date