



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 6, 2023

Shannon Phelps/Molly Notenbaum
Northwest Michigan Community Action Agency Inc
3963 Three Mile Rd
Traverse City, MI 49686

RE: License #: DC050016327
NMCAA - Mancelona Child Development Center
201 East State St
Mancelona, MI 49659

Dear Ms. Phelps:

This letter is to advise you that the 04/06/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study 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 400.8110(6) Applicant; licensee; licensee designee; requirements.	One child care staff member in the Early Head Start room did not document her arrival time at the center.	The program director relocated the staff attendance document to a more visible and accessible area, and staff will sign in when they enter the building and sign out when they leave the building. The staff member documented her missing arrival time to the attendance document.	03/08/2023 and ongoing 03/08/2023

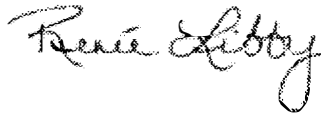
R 400.8143(1) Children's records.	Child information cards were incomplete/ missing: date of admission (2), parent work/ work phone numbers (5), physician phone number (4), allergy/special needs/ special instructions (5).	Program director Ms. Bowers ensured that missing information was completed on child information cards.	As of 03/23/2023
R 400.8152(3) Medication; administrative procedures.	A tube of A&D Ointment, provided by the center and used for multiple children, was not labeled with each child's name.	Child care staff labeled diaper creams with each child's full name. Licensee designee Ms. Kim Hagan updated the diaper changing policy to include labeling creams with children's names.	As of 03/28/2023
R 400.8152(5) Medication; administrative procedures.	The "grab and go" backpack in the preschool room contained prescription asthma medications for two children. The backpack was hung in a cubby that was accessible to children in the classroom.	The backpack was moved to a location inaccessible to children. The licensee designee reminded staff that the grab and go backpack with medications in it needs to be stored out of children's reach. Child care staff will ensure that the backpack is always placed on top of the cubbies and out of reach of children.	On 03/08/2023 and ongoing
R 400.8340(3) Food services and nutrition; provided by parents.	Bottles of breast milk for the infant in care were not labeled with his first and last name and the date.	Child care staff and the EHS licensee designee will ensure that all breastmilk and bottles are labeled with the child's first and last name and date when accepting breastmilk from the parent, and/or when preparing a formula bottle. Open bottles of formula will be labeled with the name of the child and date of opening. The bag of breastmilk was labeled with the child's first and last name and date.	Immediately and ongoing On 03/08/2023

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 (231) 922-5309.

Sincerely,

A handwritten signature in cursive script that reads "Renee Libby".

Renee Libby, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(231) 357-3087