



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 26, 2022

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

RE: License #: DC050016327
NMCAA Preschool - Mancelona
201 East State St
Mancelona, MI 49659

Dear Ms. Phelps:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 04/07/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

When I arrived for the inspection four child care staff members were providing care for sixteen children. I had an opportunity to observe free choice time with children engaged in dolls, gears, blocks, dress up, dolls, markers, and Play dough. Child care staff moved around the classroom meeting individual children's needs.

The classroom is well organized, inviting, and has a sufficient amount of developmentally appropriate equipment for the children to choose from. During the inspection, I reviewed five staff files and ten children's files. Staff and children's files were organized and complete. Emergency plans, discipline policy, and the policy for screening and supervision of volunteers were also reviewed.

As a result of the inspection, I did not find any rule or law violations.

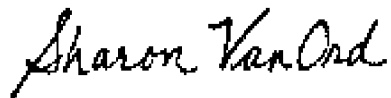
During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

You can find a copy of this inspection letter and any associated corrective action plans on our website under Statewide Search for Licensed Child Care Centers and Homes. A description of when inspection letters are completed can be found under Overview of Licensing Reports.

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 "Sharon VanOrd". The signature is written in a cursive, flowing style.

Sharon VanOrd, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 242-5029