



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 9, 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/Ms. Notenbaum:

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 3/8/2023, I found 5 violations. The violations are listed below and explained in the attached report:

R 400.8110(6)	Applicant; licensee; licensee designee; requirements.
R 400.8143(1)	Children's records.
R 400.8152(3)	Medication; administrative procedures.
R 400.8152(5)	Medication; administrative procedures.
R 400.8340(3)	Food services and nutrition; provided by parents.

Due to the violations, you must send us a corrective action plan by 04/03/2023. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.

- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

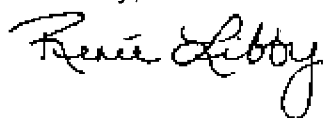
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

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

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 [Click or tap here to add phone number.](#)

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



Renee Libby, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30664
 Lansing, MI 48909
 (231) 357-3087

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC050016327
Licensee Name:	Northwest Michigan Community Action Agency Inc
Licensee Address:	3963 Three Mile Rd Traverse City, MI 49686
Licensee Telephone #:	(231) 947-3780
Licensee/Designee:	Shannon Phelps, Designee
Name of Facility:	NMCAA - Mancelona Child Development Center
Facility Address:	201 East State St Mancelona, MI 49659
Facility Telephone #:	(231) 587-0417
Original Issuance Date:	
Capacity:	27
Age Range:	Ages Birth Thru 5 years 0 months
Program Components:	GSRP PRESCHOOL INFANT/TODDLER HEAD START FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/08/2023
Date of Environmental Health Inspection: 01/09/2023
Date of Fire Safety Inspection: 07/06/2022
Date of Lead Hazard Risk Assessment, if applicable: 09/11/2013
Date of Documentation of Playground Compliance, if applicable: 11/12/2022

	No. of Records Reviewed	
No. of children enrolled in care	23	10
No. of staff employed	11	5
No. of volunteers	6	6
No. of children present at time of inspection	16	
No. of staff present at time of inspection	7	
No. of volunteers present at time of inspection	1	
No. of children interviewed/observed	16	
Persons Interviewed:		
Licensee/Licensee Designee	☐	
Program Director	☒	
Caregiving staff	☒	

Approved Child Use Space: The Preschool room at the back of the building, and the Early Head Start Room at the front of the building are approved for child use.

Approved Program Director: Ms. Danielle Bowers is the approved program director

Approved Central Administrator: Ms. Abria Morrow is the approved central administrator

Approved Variances: None

Key Indicator Inspection: No

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This renewal inspection involved a review of all applicable child care center 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 center's records, including staff records and children's records. Staff records include background checks and training information. Children's records include child information cards, physical examination dates, and immunizations.

During the renewal inspection, I observed infant, toddler, and preschool programming. I observed bodily care routines, handwashing, child choice time, large group literacy activities, small group exploration, infant feeding, outdoor play, meal prep, and lunch. Early Head Start (EHS) staff members engaged in meaningful and nurturing interactions with the infants and toddlers throughout the inspection period. They sat on the floor with children and facilitated learning activities during choice

time and small group time. Preschool staff conducted large group language and literacy experiences by asking children about rhyming words. They gave clear directions to children and used well-established routines to facilitate learning opportunities.

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

R 400.8110 Applicant; licensee; licensee designee; requirements.

(6) The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.

One child care staff member in the Early Head Start room did not document her arrival time at the center.

REPEAT VIOLATION ESTABLISHED
LSR Dated 03/30/2021
Corrective Action Plan Dated 04/19/2021

R 400.8143 Children's records.

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

The program director and licensee designees did not ensure that complete child information cards were kept on file at the center at the time of each child's initial attendance. Of the 10 child information cards reviewed, information was incomplete/missing: date of admission (2), parent work/work phone numbers (5), physician phone number (4), allergy/special needs/special instructions (5).

REPEAT VIOLATION ESTABLISHED
LSR Dated 03/30/2021
Corrective Action Plan Dated 04/19/2021
LSR Dated 02/22/2019
Corrective Action Plan Dated 02/19/2019

R 400.8152 Medication; administrative procedures.

(3) All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.

Early Head Start staff did not ensure that all medication was labeled for a named child. A tube of A&D Ointment, provided by the center and used for multiple children, was not labeled with each child's name.

R 400.8152 Medication; administrative procedures.

(5) A child care staff member shall keep all medication out of the reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.

Preschool staff members Ms. Elkins and Ms. Miller did not ensure that all medication was kept out of the reach of children. 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.

R 400.8340 Food services and nutrition; provided by parents.

(3) Breast milk, formula, milk, other beverages, and food furnished in a same-day supply must be covered and labeled with the child's first and last name and the date.

Early Head Start staff did not ensure that breast milk furnished in a same-day supply was labeled with the child's first and last name and the date. Bottles of breast milk for the infant in care were not labeled with his first and last name and the date.

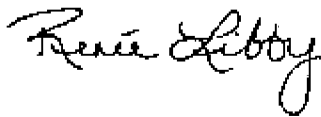
Technical Assistance and Consultation were provided on the following:

- Unofficial immunization records may be used only when a child is up to date on their required vaccinations. If Child Plus is used to store these records, they must be accessible during onsite inspections.
- Health appraisals/physical evaluation records noting any restrictions and signed by a child's physician, or physician's designee, must be obtained within 30 days of enrollment and kept on file at the center. If Child Plus is used to store these records, they must be accessible during onsite inspections.
- The thermometer in the EHS refrigerator needs to be monitored closely to ensure a temperature of 41 degrees F or below including when measured at the storage section attached to the interior door.
- If EHS parents stay in the room and interact with other children during drop off time, they are considered supervised volunteers and must have all corresponding documentation including PSOR clearances and abuse/neglect statements on file.

- As a reminder, menu/food substitutions must be noted on posted menus visible to all parents on the day they occur.
- Infant safe sleep rules were reviewed. If an infant falls asleep in a caregiver's arms, they may sleep while being held. If an infant falls asleep while seated beside a caregiver in a rocking chair, they must immediately be moved to their crib, or picked up/rocked/held in arms.
- The location of the crisis Management plan in the EHS classroom was reviewed/discussed.
- Any staff member listed on the staffing plan, including subs, must have a file onsite containing all licensing required paperwork/documentation.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.



03/09/2023

Renee Libby
Licensing Consultant

Date