



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 9, 2023

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

RE: License #: DC150262066
NMCAA Preschool - Boyne
321 S. Park St.
Boyne City, MI 49712

Dear Ms. Phelps:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 03/09/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, there were 12 children present with 4 child care staff members. The center was compliant with ratio and maximum group size. While onsite, I observed breakfast, free play, gym play, and a literacy lesson. I observed child care staff members redirecting children's behavior to enforce safety in the classroom. I observed staff sitting with children and assisting them with the lesson plan while giving them praise. The center uses the Creative Curriculum to support early education with the children. The children have access to a fenced in outdoor play area which features various outdoor play equipment.

Technical Assistance and Consultation were provided on the following:

- Please review the CCBC to ensure all individuals no longer associated with the center are disconnected.
- **R 400.8143(6)-Technical Assistance:** Within 30 days of a child's initial attendance, a center shall obtain, keep on file, and make accessible in the center a record of a physical evaluation of the child that notes any restrictions and is signed by a physician or the physician's designee. An electronic record from a physician's office will be accepted. The physical evaluation must be performed within 1 of the following time limits: (a) For an infant, within the

preceding 3 months. (b) For toddlers, within the preceding 6 months. (c) For preschoolers, within the preceding 12 months.

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

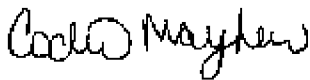
During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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,



Codie Mayhew, Licensing Consultant
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