



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

Report Type : Renewal
Inspection Type: Renewal

Date of Inspection: 3/14/2024
Date of Report: 3/14/2024

| Licensee Name(s) | License Number |
|--|--|
| Northwest Michigan Community Action Agency Inc | DC150262066 |
| Capacity | Facility Name |
| 16 | NMCAA Preschool - Boyne |
| Program Type | Licensee Designee(s) |
| Center | Karen P Lenaghan-Baughman Kimberly Jean Aultman Shannon E Phelps Teasha Shantal Lawson Kristin Lea Ruckle Kaylee Lovejoy Abria L Morrow Kelly A Sedwick |
| Central Administrator(s) | Program Director(s) Name |
| | Nick Follette Qualifications: R 400.8113(7)(f) (12). Date PD Approved: 1/16/2020 |
| Facility Address | Mailing Address |
| 321 S. Park St., Boyne City, MI, 49712 | 3963 Three Mile Rd, Traverse City, MI, 49686 |
| Facility Phone Number | Facility Email Address |
| 2315822133 | klovejoy@nmcaa.net |

Findings of the Inspection

A copy of this renewal inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [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](#).

The 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, licensing consultant Codie Mayhew found 2 violations. The violations are listed and explained below. Due to the violations, the licensee/licensee designee must send the bureau a [corrective action plan](#) by 04/04/2024. The corrective action plan may be submitted in the [Child Care Hub Information Record Portal \(CCHIRP\)](#). 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.

If you have any questions regarding the report, please contact licensing consultant, Codie Mayhew, at 231-342-5006. In the event that Codie Mayhew is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

| Inspection Details | | |
|---|---|--|
| <i>Number of Rules/Statutes Reviewed</i> | <i>Number of Rules/Statute Violations</i> | <i>Number of Rules/Statutes where Technical Assistance was Provided</i> |
| 544 | 2 | 4 |
| <i>Number of Children's Records Reviewed : Number of Children Enrolled</i> | <i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i> | <i>Number of Volunteer Records Reviewed : Number of Volunteers</i> |
| 10 : 16 | 5 : 11 | 4 : 4 |
| <i>Number of Children Observed : Number of Children Present During Inspection</i> | <i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i> | <i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i> |
| 15 : 15 | 4 : 4 | 0 : 0 |
| <i>Licensee Interviewed</i> | <i>Program Director Interviewed</i> | <i>Child Care Staff Members Interviewed</i> |
| Yes | Yes | Yes |

| Documentation of Required Inspections | | |
|---|---------------------------|---|
| <i>Type of Inspection</i> | <i>Date of Inspection</i> | <i>Findings</i> |
| Fire Safety Provision's form signed by the superintendent | 1/3/2024 | Approved |
| Playground Inspection | 8/29/2023 | Tunnel climber, 3-deck, 4 ft. structure with 3 slides, 3-bay, 8 ft. |

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|--|--|----------------------------------|
| | | swing, and shade canopy approved |
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| <i>Rule Number</i> | <i>Rule</i> | <i>Analysis</i> | <i>Conclusion</i> |
|--------------------|--|---|-----------------------|
| R 400.8143(1) | Children's records. 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. | During the renewal inspection, I reviewed 10 child information cards. Out of the 10 child information cards, seven cards were missing information in one or more sections. | Violation Established |
| R 400.8380(1) | Maintenance of premises. The premises must be maintained in a clean and safe condition and must not pose a threat to health or safety. | During the renewal inspection, I observed clutter throughout the classroom. There were several boxes piled on top of the cabinets which created a hazard for falling materials when the upper cabinets were pulled open. There was also a gray plastic tote tilted forward sitting on a small wooden shelf next to the children's cubbies which could easily fall on a child. The countertops and cabinets presented with various boxes, plastic totes, tinfoil containers, loose papers, plastic tubs, an art supplies. While onsite, the program director moved most of the materials I identified as falling hazards on top of the cabinets and the gray plastic tote on the wooden shelf. | Violation Established |

| Technical Assistance | |
|-----------------------------|--|
| <i>Rule Number</i> | <i>Rule</i> |
| R 400.8335(8)(a) | Containers must be labeled with the date opened. |

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|----------------|---|
| R 400.8315(3) | Unpackaged bulk foods must be stored in clean covered containers, dated, and labeled as to the contents. |
| R 400.8340(11) | Other perishable beverages and food items must be refrigerated or otherwise kept at a safe temperature until used. Fresh, whole fruits and vegetables may be unrefrigerated for up to 3 calendar days in a clearly labeled and dated container. |
| R 400.8550(4) | Extension cords, listed by a nationally recognized testing laboratory, and used in accordance with all manufacturer's recommendations, may be used on a temporary basis, and for short periods of time. |

| Hours of Operation | | | | | | |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|----------|--------|
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 08:30 AM To 3:00 PM | 08:30 AM To 3:00 PM | 08:30 AM To 3:00 PM | 08:30 AM To 3:00 PM | 08:30 AM To 3:00 PM | | |

| Bureau Recommendation |
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| Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license. |

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|---|--|------------|--|
| Approved By: | | | |
|  | | | |
| | | 03/14/2024 | |
| Codie Mayhew Licensing Consultant | | Date | |