



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

May 15, 2023

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

RE: License #: DC150402347
NMCAA Preschool Charlevoix
108 E Garfield
Charlevoix, MI 49720

Dear Ms. Phelps:

This letter is to advise you that the 05/15/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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 400.8131(12)	During the inspection, I found child care staff member Stephanie Oliver did not complete the 2022 MiRegistry Refresher. Ms. Oliver has been employed with NMCAA since 2018.	The licensee designee stated that Stephanie Oliver will complete the 2022 MiRegistry Refresher within 10 days. After completion of the 2022 Refresher, Ms. Oliver will send proof of completion to Ms. Kelly Sedwick. Ms. Sedwick will ensure that the training is updated on the MiRegistry. To maintain compliance, Ms. Sedwick will continue to monitor required trainings monthly by reviewing MiRegistry training	05/21/2023

		reports and by reviewing the training report on ChildPlus.	
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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,



Codie Mayhew, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(231) 342-5006 – Cell
(517) 284-9730- Main
(517)-763-0217- Fax
MayhewC@michigan.gov