



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 11, 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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/11/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, I reviewed fire safety, sleep equipment, child-child care staff member interactions, tornado/fire drills, criminal background paperwork, diapering, and programming. The center is comprised of two classrooms. There were 16 children present with two child care staff members. While onsite, I observed programming, free play, and lunch. The center was found to be compliant with ratio and group size requirements. I observed child care staff members giving children verbal prompts and they assisted children with clean up. The center uses the Creative Curriculum to support early education in the classroom. The classroom was free of all hazards, and it presented with no safety concerns. The children are able to access a fenced in outdoor play area through the back exit in the classroom. The outdoor play area features a climber with two slides, a basketball hoop, a sandbox, and various outdoor play equipment.

The violations that were found are:

R 400.8131

Professional development requirements.

(12) When the department of licensing and regulatory affairs or the department of education publishes a notice that a new health and safety update document or a new health and safety

update training activity has been published on MiRegistry, the licensee shall ensure that all personnel read and acknowledge the document or complete the activity within 6 months of the notice.

Ms. Phelps did not ensure that each required staff member completed the MiRegistry Refresher within 6 months of hire. 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.

Technical Assistance and Consultation were provided on the following:

- Please ensure the 2021-2022 fire and tornado drills are accessible onsite.
- **R 400.8125(3)- Technical Assistance:** Please ensure all PSOR clearances are onsite for supervised volunteers.

Due to the violations, you must send us a corrective action plan by 5/31/2023. 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, there will be no change to your license status.

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

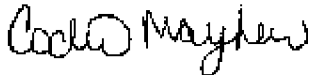
You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A

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
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