



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

January 4, 2021

Molly Notenbaum
 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. 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](#).

As a result of the renewal inspection on 10/20/2020, I did not find any rule or law violations. You will receive your regular license in the mail.

During calendar year 2019:	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 (231) 922-5309.

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

Sincerely,

A handwritten signature in cursive script that reads "Pamela Walker".

Pamela Walker
BCHS/Child Care Licensing Division
701 S. Elmwood Ave, Suite 11
Traverse City, MI 49684
(231) 357-5352

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC150402347
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 Preschool Charlevoix
Facility Address:	108 E Garfield Charlevoix, MI 49720
Facility Telephone #:	(231) 341-6211
Original Issuance Date:	01/07/2020
Capacity:	18
Age Range:	Ages 2 years 6 months Thru 4 years 9 months
Program Components:	PRESCHOOL HEAD START

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 10/20/2020
 Date of Environmental Health Inspection: N/A
 Date of Fire Safety Inspection: 01/03/2020
 Date of Lead Hazard Risk Assessment, if applicable: 12/18/2019
 Date of Documentation of Playground Compliance, if applicable: 12/05/2019

		No. of Records Reviewed
No. of children enrolled in care	9	9
No. of staff employed	3	3
No. of volunteers	0	0
No. of children present at time of inspection	7	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	7	
Persons Interviewed:	Licensee/Licensee Designee	<input type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Classroom 420 and the gymnasium
 Approved Program Director: Susan Cannon
 Approved Central Administrator: None
 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 inspection, child care staff members engaged in positive interactions with the children during large and small group activities, free choice, and outdoor play. A child care staff member led story time and encouraged the children to recall how the author and illustrator contribute to book. The children were eager to explain that the author writes the words, and the illustrator draws the pictures. Another child care staff member kindly reminded a child to use an inside voice by simply telling the child he was hurting her ears. During small group, the children and child care staff


members were divided into three groups and were fully engaged in a matching game for an extended period of time, which was determined by the children's interest. The classroom atmosphere was calm, cohesive, and welcoming.

I provided the licensee designee technical assistance for the following during the exit conference:

- **8161 Emergency procedures:** review emergency procedures to ensure they are compliant with licensing requirements.
- **8131 Professional development:** individuals who present training sessions cannot receive credit for those training sessions.
- **8143(1) Children's records:** five of the nine child information cards were incomplete; one or more of the incomplete cards were missing: date of admission, cell phone, home phone, parent initials giving consent for emergency medical treatment, physician's phone, allergies, special needs, and/or special instructions. **Note:** seven out of the nine cards had information written in by someone other than the individual authorized to complete the card; the style of the unauthorized writing was similar on all seven cards. The only information the center is authorized to complete on the child information card is the date of admission and date of discharge.

IV. RECOMMENDATION

I recommend issuance of a regular license to this child care center.



01/04/2020

Pamela Walker
Licensing Consultant

Date