



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

June 2, 2022

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:

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 06/02/2022, I did not find any rule or law violations. You will receive your regular license in the mail.

During calendar year 2021:	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 517-284-9730.

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

Sincerely,

A handwritten signature in black ink that reads "Codie Mayhew". The signature is written in a cursive, slightly slanted style.

Codie Mayhew, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 342-5006 – Cell
(517) 284-9730- Main
(517)-763-0217- Fax
MayhewC@michigan.gov

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
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): 06/02/2022
 Date of Environmental Health Inspection: 01/02/2020
 Date of Fire Safety Inspection: 05/17/2022
 Date of Lead Hazard Risk Assessment, if applicable: 12/05/2019
 Date of Documentation of Playground Compliance, if applicable: 01/03/2020

		No. of Records Reviewed
No. of children enrolled in care		19
No. of staff employed		7
No. of volunteers		4
No. of children present at time of inspection		11
No. of staff present at time of inspection		3
No. of volunteers present at time of inspection		0
No. of children interviewed/observed		11
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Classroom 420 and the gymnasium are approved as child use space.

Approved Program Director: Susan Cannon

Approved Central Administrator: None

Approved Variances: Yes, R 400.8370(1)

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, there were 11 children present with three child care staff members. While onsite, I observed programming and outdoor play. The center was found to be compliant with ratio and group size requirements. It was apparent that the center staff are meticulous with their paperwork. I found all staff and children files very organized and meeting all record criteria. I found all child care staff members nurturing with the children. I witnessed two child care staff members diligently care

for a child who bumped their head during outdoor play. 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.

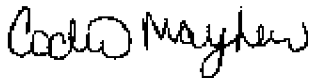
The facility is in compliance with all applicable rules and statutes.

Technical Assistance and Consultation were provided on the following:

- I provided guidance on plans for children with chronic medical conditions along with guidance on plans for children prescribed Diazepam.
- **R 400.8110(6)-Technical Assistance:** The licensee or licensee designee shall maintain accurate records detailing daily arrival and departure times for each child care staff member, child care aide, and volunteer.

IV. RECOMMENDATION

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



06/02/2022

Codie Mayhew
Licensing Consultant

Date