



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 30, 2022

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

RE: License #: DC240260553

NMCAA Preschool - Petoskey
1515 Cemetary Rd
Petoskey, MI 49770

Dear Ms. Phelps:

This letter is to advise you that the 03/28/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study 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 400.8152(6)	During the inspection, I found a bottle of Children’s Benadryl for a four-year-old child which stated that it could not be given to a child between the ages of two and five years old without a doctor’s authorization. There was not a doctor’s authorization for this medication onsite.	The licensee designee had the lead teacher return the nonprescription medication to the parent until the parent could obtain the doctor’s authorization for it. To maintain compliance, the licensee designee will perform medication checks monthly and as needed.	03/23/2022

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,

A handwritten signature in cursive script that reads "Codie Mayhew".

Codie Mayhew, Licensing Consultant
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