



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 9, 2021

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

RE: License #: DC240292494
NMCAA Preschool - Alanson
7400 North Street
Alanson, MI 49706

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](#).

During the renewal inspection on 03/08/2021, I found 1 violation listed below and explained in the attached report: listed below and explained in the attached report:

R 400.8380(1) Maintenance of premises.

Due to the violations, you must send us a corrective action plan by 03/31/2021. 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.

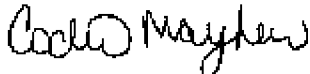
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

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 231-922-5309.

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

Sincerely,



Codie Mayhew, Licensing Consultant
BCHS/Child Care Licensing Division
701 S. Elmwood Ave, Suite 11
Traverse City, MI 49684
(231) 342-5006

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC240292494
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 - Alanson
Facility Address:	7400 North Street Alanson, MI 49706
Facility Telephone #:	(231) 548-2261
Original Issuance Date:	10/05/2007
Capacity:	18
Age Range:	Ages 2 years 6 months Thru 6 years
Program Components:	GSRP PRESCHOOL HEAD START

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/08/2021
 Date of Environmental Health Inspection: 02/03/2021
 Date of Fire Safety Inspection: 01/26/2021
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 04/27/2010

		No. of Records Reviewed
No. of children enrolled in care	18	10
No. of staff employed	4	4
No. of volunteers	0	0
No. of children present at time of inspection	12	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	12	
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 101 and the Multi-purpose classroom are approved as child use.

Approved Program Director: Kelsie Perttu

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 renewal inspection, I observed 12 children and four child care staff members. I was able to view free play, instructional learning, lunch time, outdoor play, and the start of nap time. All child care staff members were wearing a face mask throughout the inspection. I found all four child care staff members engaged with the children during a game of animal sound bingo. All child care staff members were nurturing and caring toward the children and they were positively redirecting

behaviors in the classroom. The classroom was found to be compliant with ratio rules. The children have access to a variety of developmentally age-appropriate equipment in the classroom. The children have access to a large, fenced in outdoor play area.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8380 Maintenance of premises.

(1) The premises must be maintained in a clean and safe condition and must not pose a threat to health or safety.


Ms. Phelps did not ensure that the premises were maintained in a clean and safe condition which did not pose a threat to health or safety. During the inspection, I found a box of gallon size storage bags and a box of sandwich size storage bags accessible to the children on a bookcase adjacent from the refrigerator.

Technical Assistance and Consultation were provided on the following:

- I provided guidance on the Child Care Background Check (CCBC) website.
- I provided guidance on staffing plans and the staffing plans needing to list all individuals listed on the Child Care Background Check (CCBC) website.
- R 400.8110- The licensee or licensee designee shall maintain accurate records detailing daily arrival or departure times for each child care staff member, child care aide, and volunteer.
- R 400.8143(3)- Immunization records or immunization waivers need to be kept on file at the time of the child's initial date of attendance.
- R 400.8161- I provided guidance on individualized emergency care plans for children with chronic medical conditions and special needs.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license.



03/09/2021

Codie Mayhew
Licensing Consultant

Date