



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 5, 2022

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

RE: License #: DC280020801

**NMCAA Preschool - Hannah
2912 W M 113
Kingsley, MI 49649**

Dear Ms. Phelps:

This letter is to advise you that the 04/01/2022 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 400.8380(1)	During the inspection, I found two large bottles of dish soap and several smaller bottles of hand soap accessible to children in a cabinet under the handwashing sink in the classroom.	Ms. Williams moved the bottles of dish soap and hand soap from underneath the sink to a locked cabinet. Ms. Williams and Ms. Olstad will ensure that the staff at the center maintain the premises in a safe condition. To maintain compliance, staff will use the Safe Environment Checklist prior to the start of the program and again in January. Also, the site supervisor will conduct safety monitoring twice a year.	03/10/2022

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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