



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 3, 2023

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 a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/03/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, I reviewed fire safety, sleep equipment, child records, background check records, MiRegistry Trainings, child-child care staff member interactions, tornado/fire drills, criminal background paperwork, diapering/toileting, and programming. I observed one classroom. There were eight children present along with three child care staff members. While onsite, I observed free play and snack time. The classroom had a sufficient amount of developmentally appropriate equipment accessible to children. The center uses the Creative Curriculum by Teaching Strategies to meet the educational needs of the child care children.

**Technical Assistance and Consultation were provided on the following:**

- Please ensure that all garbage and storage bags are not accessible to children.
- Please ensure that the 2021-2022 fire and tornado drills are accessible onsite.

As a result of the inspection, I did not find any rule or law violations.

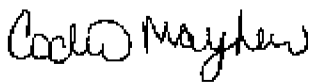
<b>During calendar year 2022:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection letters are completed can be found under [Overview of Licensing Reports](#).

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,



Codie Mayhew, Licensing Consultant  
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