



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 10, 2022

Shannon Phelps  
Ashley Olstad  
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:

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 03/10/2022, I found 1 violation(s) 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 03/31/2022. 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.

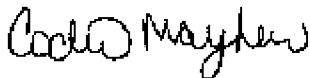
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2021:</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>

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  
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 #:** DC280020801

**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 - Hannah

**Facility Address:** 2912 W M 113  
Kingsley, MI 49649

**Facility Telephone #:** (231) 263-7373

**Original Issuance Date:** 10/18/1992

**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): 03/10/2022  
 Date of Environmental Health Inspection: 01/13/2022  
 Date of Fire Safety Inspection: 01/04/2022  
 Date of Lead Hazard Risk Assessment, if applicable: 07/13/2016  
 Date of Documentation of Playground Compliance, if applicable: 06/20/2018

		No. of Records Reviewed
No. of children enrolled in care	18	10
No. of staff employed	6	6
No. of volunteers	4	4
No. of children present at time of inspection	9	
No. of staff present at time of inspection	3	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	9	
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: The preschool classroom, the gymnasium, and the cafeteria are approved as child use space.  
 Approved Program Director: Shanee Williams  
 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 inspection, there nine children present with two child care staff members and licensee designee Ashley Olstad. While onsite, I observed snack and free play. The center was found compliant with ratio requirements. All child care staff members were observed being nurturing to the child care children. I witnessed both child care staff members intervene and positively redirect behaviors with children to enforce

safety concerns. There is a sufficient amount of developmentally age-appropriate toys and equipment in the classroom.

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.

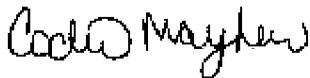
Ms. Olstad did not ensure that the premises was maintained in a safe condition which did not pose a threat to health or safety. During the inspection, I found two large bottles of dish soap and several smaller bottles of hand soap accessible to children in a cabinet under the handwashing sink in the classroom.

**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 plan requirements.

**IV. RECOMMENDATION**

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



03/10/2022

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Codie Mayhew  
Licensing Consultant

Date