



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

3/21/2024

Ashley Olstad/Kimberly Stackpoole
NMCAA Early Learning Center - Discovery
3962 Three Mile Rd,
Traverse City, MI, 49686

License Number: DC280346560

Dear Ashley Olstad/Kimberly Stackpoole,

This letter is to advise you that the // corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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](#).

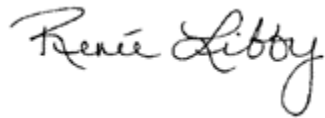
Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8143(1)	Four out of four child information cards for children enrolled in the Early Head Start classroom were incomplete/missing: dates of admission (4), parent work/work phone number (3), parent initials allowing medical treatment (1). One child information card had "Yes" checked in the allergies/special needs/special instructions section, but no further information was provided. One child's information card was signed and dated by the parent without all of the require information being completed prior to the child starting in the program.	As of 3/19/2024, all missing information was added to the child information cards. The program director will ensure all child information cards are completed by the initial date of attendance, updated when changes arise, and updated annually with the start of the new school year each September and initialed by the parent when updates occur. Licensee designees will verify accuracy and completeness twice annually.	3/19/2023 and ongoing

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 Renee Libby at (231) 357-3087 or libbyr@michigan.gov. In the event that Renee Libby is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Renee Libby".

Renee Libby, Licensing Consultant