



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

May 11, 2021

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

RE: License #: DC280346560
NMCAA Preschool - Discovery
3962 Three Mile Rd
Traverse City, MI 49686

Dear Ms. Phelps/Ms. Olstad:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/10/2021. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the interim inspection, I observed small group science, literacy, and fine motor activities, bodily care routines, and transition to outdoor play activities. Child care staff supported children's learning and development by guiding them through small group activities and helping with bodily care routines when needed. During outdoor play, staff used positive guidance techniques with children while implementing active supervision strategies to ensure children's safety.

The violations that were found are:

R 400.8125

Staff; volunteer; requirements.

(5) A written statement must be signed and dated by staff and volunteers at the time of hiring or before volunteering indicating all of the following information:

- (a) The individual is aware that abuse and neglect of children is against the law.
- (b) The individual has been informed of the center's policies on child abuse and neglect.

(c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

Program director Ms. Kim Ghering did not have signed/dated statements from each volunteer acknowledging (a) through (c) of the above rule. The supervised volunteer from the ISD did not have signed abuse/neglect and mandated reporter statement on file at the time of the onsite inspection.

Due to the violations, you must send us a corrective action plan by 06/02/2021. 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, there will be no change to your license status.

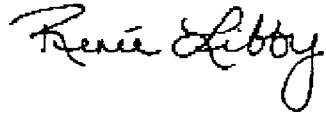
During calendar year 2021:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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 (231) 922-5309

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

Sincerely,

A handwritten signature in black ink that reads "Renee Libby". The signature is written in a cursive style with a large, looping initial "R".

Renee Libby, Licensing Consultant
Bureau of Community and Health Systems
Suite 11
701 S. Elmwood
Traverse City, MI 49684
(231) 357-3087