



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 25, 2023

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:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 04/25/2023. 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 choice time, clean up, large group time, small group science activities, bodily care routines, transition to outdoor play, and outside time. Staff used positive guidance strategies with children by offering choices and allowing them time and space to move on to the next activity. During the small group science activity, children were encouraged to use tweezers and magnifying glasses to explore the inside of seeds. Staff talked with children about their observations and encouraged them to ask questions.

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

I provided Technical Assistance on the following:

- Ensuring that the immunization records on file are dated on, or before, each child's start date. If Child Plus is used to house different immunization documents from those on file, then access to records must be available during the onsite inspection.
- When ISD staff listed on a child's information card take the child from the classroom for IEP services, they need to make sure the child is signed out and back in. Classroom staff also need to know which child or children are out of the room in the event of a building evacuation or lockdown.

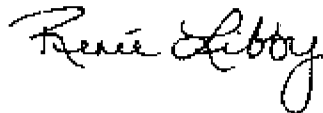
During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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, if applicable.

Sincerely,



Renee Libby, Licensing Consultant
 Child Care Licensing Bureau
 611 W. Ottawa Street
 P.O. Box 30837
 Lansing, MI 48909
 (231) 357-3087