



STATE OF MICHIGAN  
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
 LANSING

GRETCHEN WHITMER  
 GOVERNOR

ORLENE HAWKS  
 DIRECTOR

April 1, 2022

Shannon Phelps  
 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:

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](#).

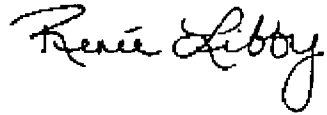
As a result of the renewal inspection on 02/24/2022, I did not find any rule or law violations. You will receive your regular license in the mail.

| <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 (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 "R" and "L".

Renee Libby, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(231) 357-3087

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** DC280346560

**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 - Discovery

**Facility Address:** 3962 Three Mile Rd  
Traverse City, MI 49686

**Facility Telephone #:** (231) 947-3780

**Original Issuance Date:** 09/13/2013

**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): 03/24/2022  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: 01/18/2022  
 Date of Lead Hazard Risk Assessment, if applicable: 08/26/2013  
 Date of Documentation of Playground Compliance, if applicable: 09/06/2013

|   |                                     | No. of Records<br>Reviewed |
|---|-------------------------------------|----------------------------|
| No. of children enrolled in care                | 18                                  | 10                         |
| No. of staff employed                           | 7                                   | 5                          |
| No. of volunteers                               | 4                                   | 4                          |
| No. of children present at time of inspection   | 12                                  |                            |
| No. of staff present at time of inspection      | 2                                   |                            |
| No. of volunteers present at time of inspection | 0                                   |                            |
| No. of children interviewed/observed            | 12                                  |                            |
| Persons Interviewed:                            |                                     |                            |
| Licensee/Licensee Designee                      | <input type="checkbox"/>            |                            |
| Program Director                                | <input checked="" type="checkbox"/> |                            |
| Caregiving staff                                | <input checked="" type="checkbox"/> |                            |

Approved Child Use Space: Room #10 in the Traverse City High School building is approved for child use.  
 Approved Program Director: Ms. Kim Ghering is the approved program director.  
 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 renewal inspection, I observed afternoon choice time activities, bodily care routines, large group music, movement, and gross motor time, and child departure. Staff provided appropriate care and supervision of children and engaged in supportive interactions with them throughout the inspection period.

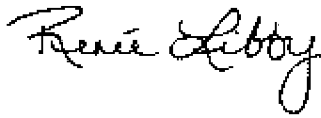
The facility is in compliance with all applicable rules and statutes.

**Technical Assistance was provided on the following:**

- Health appraisals must be dated within 1 year of enrollment and obtained within 30 days of initial attendance.
- Immunizations must be obtained at the time of each child's initial enrollment.

**IV. RECOMMENDATION**

I recommend issuance of a regular license to this child care center.



04/01/2022

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Renee Libby  
Licensing Consultant

Date