



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
ACTING DIRECTOR

Report Type : Renewal
Inspection Type: Renewal

Date of Inspection: 3/5/2024,
Date of Report: 3/21/2024

Licensee Name(s)	License Number
Northwest Michigan Community Action Agency Inc	DC280346560
Capacity	Facility Name
24	NMCAA Early Learning Center - Discovery
Program Type	Licensee Designee(s)
Center	Bethany Diane Dugan Karen P Lenaghan-Baughman Terri J Schichtel Kimberly Jean Aultman Shannon E Phelps Teasha Shantal Lawson Kristin Lea Ruckle Kaylee Lovejoy Abria L Morrow
Central Administrator(s)	Program Director(s) Name
Abria L Morrow	Kimberly Ann Ghering Qualifications: R 400.8113(7)(a) (10). Date PD Approved: 8/14/2008
Facility Address	Mailing Address
3962 Three Mile Rd, Traverse City, MI, 49686	3963 Three Mile Rd, Traverse City, MI, 49686
Facility Phone Number	Facility Email Address
2319473780	klovejoy@nmcaa.net

Findings of the Inspection

A copy of this renewal inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [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](#).

The 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, licensing consultant Renee Libby found 1 violations. The violations are listed and explained below. An acceptable written corrective action plan was received on //. A regular license will be issued.

If you have any questions regarding the report, please contact licensing consultant, Renee Libby, at (231) 357-3087. 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.

Inspection Details		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
689	1	4
<i>Number of Children's Records Reviewed : Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed : Number of Volunteers</i>
13 : 20	6 : 14	8 : 8
<i>Number of Children Observed : Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
18 : 18	7 : 7	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
No	Yes	Yes

Documentation of Required Inspections		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>
Environmental Health Inspection	10/23/2023	"A" Rating
School-building fire inspection certification form CCL-5043	1/5/2024	Signed by Superintendent

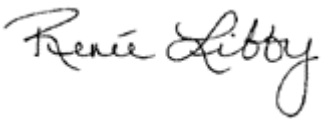
<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
R 400.8143(1)	Children's records. At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.	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.	Repeat Violation Established Reference: : 5/25/2016 :Violation Established; : 3/7/2018 :Violation Established;

Technical Assistance	
<i>Rule Number</i>	<i>Rule</i>
R 400.8152(3)	All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.
R 400.8188(3)	Infants shall rest or sleep alone in cribs or porta-cribs.
R 400.8143(2)	Child information cards must be reviewed and updated by parents at least annually and when the center becomes aware of changes.
R 400.8143(3)(a)	A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of health and human services (DHHS).

R 400.8146(2)	Written documentation that the parent received the written information packet, as required by subrule (1) of this rule, must be kept on file at the center.
R 400.8143(2)	Child information cards must be reviewed and updated by parents at least annually and when the center becomes aware of changes.

Hours of Operation						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:40 AM To 3:30 PM	07:40 AM To 3:30 PM	07:40 AM To 3:30 PM	07:40 AM To 3:30 PM	07:40 AM To 3:30 PM		

Bureau Recommendation
You have submitted an acceptable corrective action plan. I recommend issuance of a regular license to this child care center.

Approved By:			
			
3/21/2024			
Renee Libby	Date		
Licensing Consultant			