



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 10, 2023

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

RE: License #: DC280346561
NMCAA Preschool - Mill Creek
9039 Old M-72
Williamsburg, MI 49690

Dear Ms. Phelps:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 01/10/2023. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, I reviewed fire safety, sleep equipment, child records, background check records, MiRegistry Trainings, child-child care staff member interactions, tornado/fire drills, criminal background paperwork, diapering/toileting, and programming. During the inspection, I observed 12 children and two child care staff members. While onsite, I observed free play, snack time, lunch time, and programming. I found the center compliant with ratio and group sizes requirements. The classroom had a sufficient amount of developmentally age-appropriate toys and equipment accessible to children. All child care staff members were observed positively interacting with the children. The center uses the Creative Curriculum by Teaching Strategies to meet the educational needs of the child care children.

Technical Assistance and Consultation were provided on the following:

- Please locate the second page of the health appraisal for the child with initials LP.
- Please ensure that the water emergency plan is posted in the classroom.

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

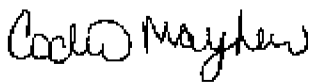
During calendar year 2022:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

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 517-284-9730.

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

Sincerely,



Codie Mayhew, Licensing Consultant
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