



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 17, 2022

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

RE: License #: DC280364666  
**NMCAA Preschool Chums Plaza**  
**847 US 31 S**  
**Traverse City, MI 49684**

Dear Ms. Phelps:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 05/10/2022. 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 two classrooms of preschool age children. I observed small group time, outdoor play activities, small group literacy activities, bodily care routines and handwashing, and meal service. Staff used positive guidance with children and interacted with them in supportive ways to enhance learning opportunities.

The violations that were found are:

**R 400.8380                      Maintenance of premises.**

(1) The premises must be maintained in a clean and safe condition and must not pose a threat to health or safety.

Sharp knives were accessible to children in an unsecured drawer located in the kitchen area of the classroom. Program director Ms. Morrow stated that she noticed a problem with the child safety latch on the drawer the previous day, notified maintenance about the issue, and requested the latches on drawers be reinstalled using screws. The knives were moved to a high shelf during the inspection, making them inaccessible to children.

**REPEAT VIOLATION ESTABLISHED**  
**LSR Dated 04/19/2021**  
**Corrective Action Plan Dated 05/03/2021**  
**LSR Dated 03/20/2019**  
**Corrective Action Plan Dated 03/21/2019**

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

- Keep under sink cabinets in the kitchen area of classroom #2 locked at all times when items of cleaning supplies such as dish soap are stored inside.
- Check all storage cabinets in classrooms to make sure children do not have access to items that may be inappropriate/unsafe such as rubbing alcohol.
- Check for dates of admission and parent work phone numbers on all child information cards.
- Per R400.8152(3) All medications including sunscreen must be labeled for a named child. If communal sunscreen is used, then all of the children's names should be listed on the bottle, or on a piece of paper that is placed in a plastic bag along with the sunscreen.
- Maximum group size rules were reviewed. If three-year-old children are present, the maximum group size on the playground is 30. If all children are four years old, the maximum group size is 36. Playground times may need to be adjusted to comply with new maximum group size rules.
- As a reminder, natural playground items such as stumps may not be in the same use zones as other playground equipment.

Due to the violations, you must send us a corrective action plan by 06/05/2022. 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.

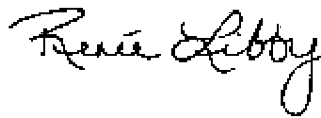
| <b>During calendar year 2021:</b>                                                               | <b>Total</b> |
|-------------------------------------------------------------------------------------------------|--------------|
| Number of serious injuries that occurred in facility.                                           | <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>     |

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,



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