



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

March 3, 2023

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:

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](#).

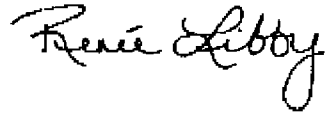
As a result of the renewal inspection on 3/2/2023, I did not find any rule or law violations. You will receive your regular license in the mail.

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

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,

A handwritten signature in black ink that reads "Renee Libby". The signature is written in a cursive style with a large, looping initial "R".

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 #: DC280364666

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 Chums Plaza

Facility Address: 847 US 31 S
Traverse City, MI 49684

Facility Telephone #: (231) 947-3780

Original Issuance Date: 09/24/2014

Capacity: 36

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): 03/02/2023
 Date of Environmental Health Inspection: 01/26/2022
 Date of Fire Safety Inspection: 01/29/2021
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 11/18/2014

		No. of Records Reviewed
No. of children enrolled in care	18	10
No. of staff employed	9	5
No. of volunteers	9	5
No. of children present at time of inspection	14	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	14	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Classroom #1, Classroom #2, and the gross motor room in the suite next door are approved for child use.

Approved Program Director: Ms. Sarah Morrow is the approved Program Director

Approved Central Administrator: Abria Morrow is the approved Central Administrator

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 lunch, child departure, bodily care routines, transition to rest time, and quiet rest time activities. Staff sat with children during lunch and facilitated language-rich conversations. They acknowledged children's strong feelings, used positive guidance techniques, and redirected children appropriately throughout the inspection period. Staff implemented a variety of strategies and developmentally appropriate guidance techniques to manage challenging behaviors and support children's social emotional development.

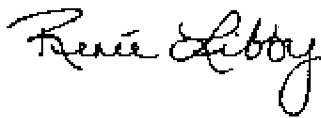
The facility is in compliance with all applicable rules and statutes.

Technical Assistance and Consultation were provided on the following:

- Ensure the restrictions section of health appraisals and exam dates are complete.
- Child safety latches on drawers must “catch” every time. It may be necessary to move sharp knives to an upper cabinet if the safety latches on drawers become loose due to screws pulling away from the pressed board drawer facing.
- As a reminder, all supervised volunteers from the ISD who interact with children during assessment observations must undergo a PSOR check and have an abuse and neglect statement on file.
- The caterpillar tunnel on the playground may only be used for crawling through, not climbing because it has not been inspected by a certified playground inspector.

IV. RECOMMENDATION

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



03/03/2023

Renee Libby
Licensing Consultant

Date