



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 10, 2021

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

RE: License #: DC400346843

RE: SI LOG #: **NMCAA Preschool - Kalkaska St
1700 W Kalkaska St
Kalkaska, MI 49646**

Dear Ms. Phelps:

This letter is to advise you that the 06/10/2021 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8143(6)	During the inspection, I reviewed seven child files. Out of the seven child files, I found one file with no physical evaluation.	Ms. Notebaum reported that the Recruitment and Health (R & H) Specialist Robyn Varney will work closely with the children's parents/guardians to ensure the physical is completed and collected for the child's file within 30 days of the child's initial attendance. The Recruitment and Health Specialist will check in with the child's family, as needed, to obtain the child's physical. The Recruitment and Health Specialist will consistently	05/20/2021

		<p>communicate the status in obtaining physicals for children in the program to Lead Teacher Judy Abernathy and seek assistance from the Lead teacher when there appears to be a delay in response from the children's parents/guardians to deliver the physical report. She stated that the R&H specialist will communicate with the parents/guardian's regarding the importance of completing the child's physical within the 30 days of the child's initial attendance. The R&H will also communicate the status of the child's physical to the Lead teacher upon Enrollment, Orientation, and by the child's initial attendance date. The R&H and the Lead teacher will review the status of the child's physical weekly via email or phone/text. When the physical is received, a copy will be uploaded into ChildPlus and sent or stored in the child's file on site. The R&H and the Lead Teacher will inform the children's parents/guardians at time of Enrollment and Orientation that the child will not be able to return to school if it has been over 30 days since the child's initial enrollment and still no physical on file. Status' on children's physicals will also be reviewed at monthly recaps, as well as bi-annual child file reviews with Site supervisor Molly Notenbaum and Lead Teacher Judy Abernathy.</p>	
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It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (231) 922-5309.

Sincerely,

A handwritten signature in cursive script that reads "Codie Mayhew".

Codie Mayhew, Licensing Consultant
BCHS/Child Care Licensing Division
701 S. Elmwood Ave, Suite 11
Traverse City, MI 49684
(231) 342-5006