



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

March 24, 2022

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. Notebaum:

This letter is to advise you that the 03/23/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study 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 400.8350(5)	During the inspection, the water temperature of the three handwashing sinks accessible to children in the women's bathroom were recorded at 120.6, 120.7, and 120.6 degrees Fahrenheit.	Ms. Notebaum went over the licensing rule with all of the child care staff members and discussed letting the water run long enough to obtain an accurate temperature when testing the water temperatures. The lead teacher contacted janitorial staff to turn down the water temperature to the sinks in the bathrooms. Child care staff members will complete a safe environment check list twice a	03/22/2022

		year. The licensee designee will also complete two separate safe environment checks a year and she will check compliance with this rule monthly during recaps with child care staff members.	
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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,



Codie Mayhew, Licensing Consultant  
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