



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 14, 2022

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

RE: License #: DC400346843
NMCAA Preschool - Kalkaska St
1700 W Kalkaska St
Kalkaska, MI 49646

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](#).

During the renewal inspection on 03/14/2022, I found 1 violation listed below and explained in the attached report: listed below and explained in the attached report:

R 400.8350(5) Toilets; hand washing sinks.

Due to the violations, you must send us a corrective action plan by 04/07/2022. 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.

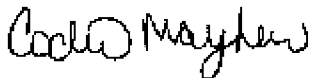
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2021:	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 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
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 342-5006 – Cell
(517) 284-9730- Main
(517)-763-0217- Fax
MayhewC@michigan.gov

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
RENEWAL INSPECTION REPORT**

I. IDENTIFYING INFORMATION

License #:	DC400346843
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 - Kalkaska St
Facility Address:	1700 W Kalkaska St Kalkaska, MI 49646
Facility Telephone #:	(231) 258-4040
Original Issuance Date:	09/12/2013
Capacity:	18
Age Range:	Ages 2 years 6 months Thru 6 years
Program Components:	PRESCHOOL HEAD START

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 03/10/2022
 Date of Environmental Health Inspection: 08/20/2013
 Date of Fire Safety Inspection: 01/14/2022
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 10/13/2018

		No. of Records Reviewed
No. of children enrolled in care	10	10
No. of staff employed	4	4
No. of volunteers	1	1
No. of children present at time of inspection	8	
No. of staff present at time of inspection	4	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	8	
Persons Interviewed:		
Licensee/Licensee Designee	<input type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: The Classroom A1 and the gymnasium.
 Approved Program Director: Judy Abernathy
 Approved Central Administrator: None
 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.

I conducted two inspections at the center. The first inspection occurred on 03/10/2022 and I only reviewed paperwork since no children were in care. The second inspection occurred on 03/14/2022 and I observed children in care at this inspection. During the second inspection, there were eight children and three child care staff members. I observed transition from the hallway into the classroom, free play, programming, and breakfast. All child care staff members were wearing a face mask. I saw child care staff members engaged with children during programming

and an interactive activity which involved a song and children shaking an egg at specific points during the song. All child care staff members were observed being nurturing toward the children. Tables were washed, sanitized, and disinfected prior to breakfast being served. Staff and children were compliant with handwashing rules throughout the inspection. The center is diligent with developing and implementing individualized emergency plans for children with chronic medical conditions, allergies, and special needs. The children access a large outdoor play area which features a rock climber/tunnel, picnic table, awning, and various outdoor equipment.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8350 Toilets; hand washing sinks.

(5) Hand washing sinks must have warm running water not to exceed 120 degrees Fahrenheit.


Ms. Notebaum did not ensure that all handwashing sinks did not exceed 120 degrees Fahrenheit. 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.

Technical Assistance and Consultation were provided on the following:

- I provided guidance on staffing plans.
- R 400.8161(5)- A fire drill program, consisting of at least 1 fire drill quarterly, must be established and implemented.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license.



03/14/2022

Codie Mayhew
Licensing Consultant

Date