



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 21, 2022

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

RE: License #: DC400409755

**NMCAA Preschool Rapid City
5258 River Street
Rapid City, MI 49676**

Dear Ms. Notebaum:

This letter is to advise you that the 03/16/2022 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 400.8385	During the inspection, I found a spray bottle containing a flame retardant chemical accessible to children in the cupboard adjacent to the classroom door.	Ms. Notebaum reported that the licensee designee had all poisonous or toxic materials moved so they were no longer accessible to children. Also, staff reviewed the licensing rule and the importance of ensuring cabinets are locked at all times. The Program Director will be responsible for ensuring staff are locking the cabinet immediately after each use in the classroom. To maintain compliance, the	03/16/2022

		<p>program director and classroom staff will complete a safe environments checklist twice a year and the licensee designee will complete two safe environment checklists each year and she will review compliance with this rule once a month during recaps.</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 (517) 284-9730.

Sincerely,



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