



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 21, 2022

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

RE: License #: DC570016637
NMCAA Preschool - Missaukee
1751 S Morey Road
Lake City, MI 49651

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](#).

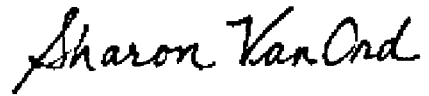
As a result of the renewal inspection on 12/05/2022, I did not find any rule or law violations. You will receive your regular license in the mail.

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,

A handwritten signature in black ink that reads "Sharon VanOrd". The signature is written in a cursive style with a large, stylized 'S' and 'V'.

Sharon VanOrd, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 242-5029

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC570016637
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 - Missaukee
Facility Address:	1751 S Morey Road Lake City, MI 49651
Facility Telephone #:	(231) 346-2122
Original Issuance Date:	
Capacity:	47
Age Range:	Ages Birth Thru 6 years
Program Components:	PRESCHOOL HEAD START FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 12/05/2022
Date of Environmental Health Inspection: 09/20/2022
Date of Fire Safety Inspection: 10/09/2020
Date of Lead Hazard Risk Assessment, if applicable: 07/03/2013
Date of Documentation of Playground Compliance, if applicable: 05/01/2021

		No. of Records Reviewed
No. of children enrolled in care	31	10
No. of staff employed	7	5
No. of volunteers	0	0
No. of children present at time of inspection	24	
No. of staff present at time of inspection	5	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	24	

Persons Interviewed:

Licensee/Licensee Designee	☐
Program Director	☒
Caregiving staff	☒

Approved Child Use Space: Classroom 1, Classroom 2, Movement 1, and Movement 2 are approved for child care use.

Approved Program Director: Mr. Kris Daniel is the approved program director.

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.

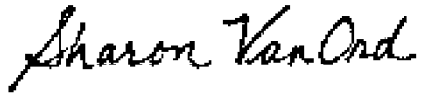
During the inspection I observed outdoor play, small group, free choice, and lunch. Appropriate transitions were observed between each activity. Child care staff engaged with children and worked as a team in each classroom. Classrooms are well organized, inviting, and have a sufficient amount of developmentally appropriate equipment for the children to choose from. While onsite, I reviewed five staff files

and ten children's files. Emergency plans, discipline policy, and the center's policy for screening and supervision of volunteers was also reviewed.

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

IV. RECOMMENDATION

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



12/21/2022

Sharon VanOrd
Licensing Consultant

Date