



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

January 6, 2023

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

RE: License #: DC720406134
**NMCAA Early HS Learning Center-HL
Suites 3 & 4
3225 W. Houghton Lake Dr.
Houghton Lake, MI 48629**

Dear Ms. Phelps:

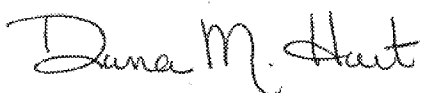
This letter is to advise you that the 01/06/2023 (signed and dated on 12/28/2022) corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection Report, is approved.

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
R400.8134(2)(j) Hand washing.	CCSM were observed not washing their hands once they came inside from outdoor play time.	Center Director reviewed violation and policy with center staff following the interim visit. Meeting notes documented.	12/08/2022
		Signs added to classroom entrances/exits reminding everyone to wash their hands when they enter the classroom from outdoors.	12/22/2022
		Added handwashing mini-training to center meeting. Included	12/27/2022

		review of policy and quiz to evaluate understanding.	
R400.8134(3)(d) Hand washing.	Child care children did not wash their hands upon entering the classroom from outdoor play time.	Center Director reviewed violation and policy with center staff following the interim visit. Meeting notes documented. Signs added to classroom entrances/exits reminding everyone to wash their hands when they enter the classroom from outdoors. Added handwashing mini-training to center meeting. Included review of policy and quiz to evaluate understanding.	12/08/2022 12/22/2022 12/27/2022
R400.8176(16) Sleeping equipment.	Sleeping mats were not stored in a manner that kept them clean and sanitized between uses.	Center Director reviewed violation and policy with center staff following the interim visit. Meeting notes documented. Ordered sheets so that children will have laundered sheets covering their nap mats every day. While awaiting delivery of sheets, classroom staff are using the three-step wash, rinse, and sanitize method each day on the nap mats before and after use by children at nap time.	12/08/2022 12/22/2022 12/08/2022

Sincerely,



Dana Hart, Licensing Consultant
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611 W. Ottawa Street

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