



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

MARLON I. BROWN, DPA  
ACTING DIRECTOR

September 15, 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 09/12/2023 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
R400.8143(1) Children's records.	Ten child information cards were reviewed. Six of the cards had missing or incorrect information in the following areas: parent employer, parent employer telephone number; physician or health clinic; physician or health clinic telephone number; allergies and/or special needs; parent signature and parent signature date.	Licensee designee/site coordinator, Kim Hagan, is responsible for training the program director on how to ensure accurate completion of child information cards, including updating with new information and verifying accuracy and completeness annually. She will also verify accuracy and completeness twice annually.  Program director/family and center specialist, Laura Frisbie, is	

		<p>responsible for ensuring the accuracy and completion of child information cards.</p> <p>All missing information was added to the child information cards. The program director/family and center specialist will ensure all child information cards are completed by the initial date of attendance, updated when changes arise, and updated annually with the start of the new program year each September.</p>	<p>07/25/2023 and 07/26/2023</p> <p>09/07/2023</p>
R400.8325(4)(d) Sanitization.	Program director/child care staff member Ms. Kimberly Steinacker was unable to locate a drain board.	<p>Licensee designee/site coordinator, Kim Hagen, ordered a drain board.</p> <p>The drain board was delivered.</p>	<p>07/25/2023</p> <p>08/18/2023</p>
R400.8510(5) Plans and specifications; submission; approval; inspections.	As per the QFI dated 07/27/2023, at the re-inspection, provide a furnace inspection report for each unit for review.	<p>The furnace was inspected by John E. Green Company. This inspection was ordered by licensee designee Kaylee Lovejoy.</p> <p>The inspection was completed.</p>	<p>06/05/2023</p> <p>06/05/2023</p>
R400.8515(6)(a-c) Construction.	As per the QFI dated 07/27/2023, adjust the door to the basement in Miss Nicole's room [Classroom #2] so it will close and latch upon release from any open position.	<p>Licensee designee/site coordinator, Kim Hagen, corrected the violation.</p> <p>The door to the basement in Classroom #2 has been adjusted so it will close and latch upon released from any open position.</p>	<p>08/30/2023</p>
R400.8525(6) Exits.	As per the QFI dated 07/27/2023, the door from the basement of the Miss Michelle side of the building [Classroom #1], is locking	Licensee designee/site coordinator, Kim Hagen, corrected the violation.	

	against egress. Replace this door hardware with non-locking against egress hardware.	The door hardware has been replaced.	08/30/2023
R400.8530(1)(c)(i) Hazard areas.	As per the QFI dated 07/27/2023, the childcare program uses 2 spaces in a small row of businesses under 1 roof. There are 2 basements each with heating plant rooms and storage rooms. The storage room either need to be constructed to have a 1-hr fire resistance rating or everything need to be stored in metal storage cabinets with doors, or cupboards.	Licensee designee, Kaylee Lovejoy, worked with facilities coordinator, [REDACTED] for ensuring stored items have been removed from the basement.	08/24/2023
R400.8530(1)(c)(ii) Hazard areas.	As per the QFI dated 07/27/2023, the childcare program uses 2 spaces in a small row of businesses under 1 roof. There are 2 basements each with heating plant rooms and storage rooms. The storage room either need to be constructed to have a 1-hr fire resistance rating or everything need to be stored in metal storage cabinets with doors, or cupboards.	Licensee designee, Kaylee Lovejoy, worked with facilities coordinator, [REDACTED] for ensuring stored items have been removed from the basement.	08/24/2023
R400.8530(4) Hazard areas.	As per the QFI report dated 07/27/2023, because the basement is being used for storage the heating plant room needs to be separated from the other portions of the basement by 1-hrs fire	Licensee designee, Kaylee Lovejoy, has worked with facilities coordinator, [REDACTED] to ensure that the fire retardant has been sprayed and will be verified by Eric Toure (Soils &	

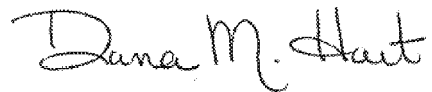
	<p>rated construction. In this case the walls of the heating plant room are fire rated and extend to the underside of the floor above but there is no fire rated ceiling in the heating plant room.</p>	<p>Structures) on the week of September 18<sup>th</sup>.</p> <p>All stored items were removed from the basement.</p> <p>While we await verification from the contractor as to the thickness of the fire retardant, the basements will not be used for storage. The verification is scheduled for the week of September 18<sup>th</sup>.</p>	<p>08/24/2023</p>
<p>R400.8540(1) Smoke detectors; carbon monoxide detectors.</p>	<p>As per the QFI dated 07/27/2023, There is a smoke alarm in the kitchen. Replace this smoke alarm with a heat detector that is compatible with the hardwired smoke alarm system. A new smoke alarm designed for kitchens would not work in this situation as it can't be placed the required distance from a cooking appliance.</p>	<p>Licensee designee, Kaylee Lovejoy, will correct the violation.</p> <p>A heat detector that is compatible with the hardwired smoke alarm system has been ordered.</p> <p>The center is currently waiting for the heat detector from the manufacturer. The first one was lost in route...another heat detector was ordered...as soon as we discovered the loss of the first detector.</p>	<p>Expected arrival date 09/18/2023</p>
<p>R400.8545(3) Fire extinguishers.</p>	<p>As per the QFI dated 07/27/2023, move the fire extinguisher in Mss. Michelle's room [Classroom #1] from the room corner so it is adjacent to an exit to the outdoors.</p>	<p>Licensee designee/site coordinator, Kim Hagen, will be responsible for correcting the violation.</p> <p>The fire extinguisher has been moved so it is next to a direct exit from use room.</p>	<p>08/30/2023</p>

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,

A handwritten signature in cursive script that reads "Dana M. Hart". The signature is written in black ink and is positioned below the word "Sincerely,".

Dana M. Hart, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30837  
Lansing, MI 48909  
(517) 388-4625