



STATE OF MICHIGAN
 DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
 LANSING

GRETCHEN WHITMER
 GOVERNOR

ORLENE HAWKS
 DIRECTOR

November 17, 2021

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

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

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 11/16/2021, I did not find any rule or law violations. You will receive your regular license in the mail.

During calendar year 2020:	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 "Linda Strube". The signature is written in a cursive, slightly slanted style.

Linda Strube, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 284-9730

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC720406134
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 Early Head Start Learning Center- Houghton Lake
Facility Address:	Suites 3 & 4 3225 W. Houghton Lake Dr. Houghton Lake, MI 48629
Facility Telephone #:	(989) 202-4623
Original Issuance Date:	02/23/2021
Capacity:	16
Age Range:	Ages Birth Thru 3 years 0 months
Program Components:	PRESCHOOL INFANT/TODDLER FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 11/16/2021
 Date of Environmental Health Inspection: 1/11/2020
 Date of Fire Safety Inspection: 11/09/2020

Date of Lead Hazard Risk Assessment, if applicable: A lead hazard risk assessment was not required as the building was built in 1995

Date of Documentation of Playground Compliance, if applicable: N/A

	No. of Records Reviewed	
No. of children enrolled in care	9	5
No. of staff employed	6	6
No. of volunteers	0	0
No. of children present at time of inspection	8	
No. of staff present at time of inspection	5	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	8	

Persons Interviewed: Licensee/Licensee Designee
 Program Director
 Caregiving staff

Approved Child Use Space: Classrooms numer 1 and 2 are approved as child use space.

Approved Program Director: The approved program director is Michele Maxwell.

Approved Central Administrator: The approved central administrator is Katherine Kwiatkowski

Approved Variances: No

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.

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.

Linda Strube

11/17/21

Linda Strube
Licensing Consultant

Date