



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

August 23, 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:

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](#).

During the renewal inspection on **07/25/2023**, I found ten violation(s) listed below and explained in the attached report:

- **R400.8143(1) Children's records.**
- **R400.8325(4)(d) Sanitization.**
- **R400.8510(5) Plans and specifications; submission; approval; inspections.**
- **R400.8515(6)(a-c) Construction.**
- **R400.8525(6) Exits.**
- **R400.8530(1)(c)(i) Hazard Areas.**
- **R400.8530(1)(c)(ii) Hazard Areas.**
- **R400.8530(4) Hazard Areas.**
- **R400.8540(1) Smoke detectors; carbon monoxide detectors.**
- **R400.8545(3) Fire extinguishers.**

Due to the violations, you must send us a corrective action plan by **09/12/2023**. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

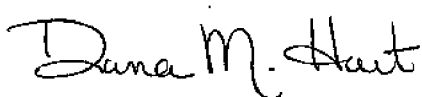
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2022:	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,



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

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 HS Learning Center-HL
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:	18
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): 07/25/2023
 Date of Environmental Health Inspection: 06/06/2023
 Date of Fire Safety Inspection: 07/19/2023
 Date of Lead Hazard Risk Assessment, if applicable:
 Date of Documentation of Playground Compliance, if applicable:

	No. of Records Reviewed	
No. of children enrolled in care	14	10
No. of staff employed	8	5
No. of volunteers	1	1
No. of children present at time of inspection	10	
No. of staff present at time of inspection	5	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	10	
Persons Interviewed:		
Licensee/Licensee Designee	<input checked="" type="checkbox"/>	
Program Director	<input checked="" type="checkbox"/>	
Caregiving staff	<input checked="" type="checkbox"/>	

Approved Child Use Space: Classroom #1 and Classroom #2.
 Approved Program Director: Laura Frisbie.
 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.

When I arrived on-site, I was greeted by program director/child care staff member Ms. Kimberly Steinacker. Ms. Steinacker showed me to the kitchen as she was preparing breakfast for the children.

When I arrived in **Classroom #1**, co-lead caregivers Ms. Michelle Nassar and Ms. Rachel Fife were present; along with three children in attendance. Another child arrived during the inspection. Ms. Nassar was feeding an infant a bottle, as she

rocked him in the rocking chair. Ms. Fife was playing with the children on the floor. The room is very well organized and provided a variety of toys and equipment for the children to interact with and use.

When I arrived in **Classroom #2**, lead caregiver Ms. Nicole Pollard was present along with child care staff member Mr. Kristopher Ostrander. There were six children in attendance. I observed diapering, hand washing, free play and breakfast. Both caregivers communicated well with one another, and actively engaged the children in asking and answering questions.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8143 Children's records.

- (1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and signed by the child's parent. The center shall keep it on file and accessible in the center.

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.

R 400.8325 Sanitization.

- (4) Multi-use tableware and utensils must be washed, rinsed, and sanitized using 1 of the following methods:
 - (d) A 2-compartment sink for washing and rinsing, a third container suitable for complete submersion for sanitizing, and adequate drain boards.

Program director/child care staff member Ms. Kimberly Steinacker was unable to locate a drain board.

R 400.8510 Plans and specifications; submission; approval; inspections.

- (5) Fuel-fired furnaces shall be inspected by a licensed mechanical contractor before issuance of an original license and every 2 years at renewal.

As per the QFI dated 07/27/2023, at the re-inspection, provide a furnace inspection report for each unit for review.

R 400.8515 Construction.

(6) All vertical openings and stairways that are not required shall be constructed and arranged with effective fire and smoke separation under the requirements of standard partition construction. All door openings shall be as follows:

(a) Protected with 1 3/4-inch flush solid core wood doors or 20-minute labeled fire-rated doors.

(b) Installed in fully stopped smoke-tight substantial frames.

(c) Equipped with approved self-closing devices and non-locking-against-egress positive latching hardware.

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.

***NOTE:** this was stated as Rule 516(6) in the QFI report dated 07/27/2023, but that rule does not exist. The corresponding rule for this violation is **R400.8515(6)**.

R 400.8525 Exits.

(6) Means of egress shall be maintained in an unobstructed, easily traveled condition at all times that the center is in operation. Means of egress shall not be exposed to inherent hazards of the building, including the heating plant, flammable storage, commercial kitchen, or other similar conditions.

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 against egress. Replace this door hardware with non-locking against egress hardware.

R 400.8530 Hazard Areas.

(1) Hazard areas shall be separated from the parts of the building used as a center in the following manner:

(c) In centers licensed after July 1, 2000, areas used for the storage of combustibles and other hazards will continue to be approved if they are enclosed by 1 of the following:

(i) Where the area used for the storage of combustibles exceeds 100 square feet, by construction having a minimum 1-hour fire resistance rating, openings in the separation shall be protected with a minimum of 45 minute-rated fire door and frame assembly, including an approved self-

closing device and positive latching hardware. "B" labeled doors are acceptable.

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.

R 400.8530 Hazard Areas.

(1) Hazard areas shall be separated from the parts of the building used as a center in the following manner:

(c) In centers licensed after July 1, 2000, areas used for the storage of combustibles and other hazards will continue to be approved if they are enclosed by 1 of the following:

(ii) Where the area used for the storage of combustibles does not exceed 100 square feet, by construction having a minimum 1-hour fire resistance rating. All door openings shall be protected by minimum 1 3/4 inch flush solid core wood doors or 20-minute labeled fire-rated doors in substantial frames and equipped with approved self-closing devices and positive latching hardware.

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.

R 400.8530 Hazard Areas.

(4) Heating shall be by a central heating plant or an approved permanently installed electrical heating system. If heating is provided by a central heating plant and located on the same floor that is used for child occupancy, it shall be installed in an enclosure providing not less than a 1-hour fire-resistive separation, including a minimum of 45-minute rated fire door and frame assembly equipped with an approved self-closing device and positive latching hardware in any interior door opening. Door openings for heat plant enclosures not located on the same floor that is used for child occupancy may have 1 3/4-inch flush solid wood core doors or 20-minute labeled fire-rated doors having positive latching hardware and an approved self-closing device. Air for proper combustion, a minimum of 1 square inch per 4,000 BTUs input, shall be provided directly

from the outside through a permanently opened louver or metal duct. "B" labeled doors are acceptable.

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 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.

R 400.8540 Smoke detectors; carbon monoxide detectors.

(1) All child care centers shall, at a minimum, be equipped with approved single station smoke detectors covering all use areas and their means of egress. These smoke detectors shall be located and spaced according to NFPA-72.

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.

R 400.8545 Fire extinguishers.

(3) Fire extinguishers shall be properly mounted, inspected, and maintained in accordance with NFPA-10. The fire extinguisher shall bear a tag indicating the last date of inspection or service and the initials of the person who performed the inspection or service.

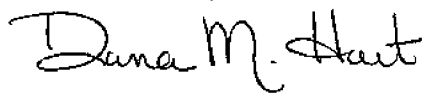
As per the QFI dated 07/27/2023, move the fire extinguisher in Mss. Michelle's room [**Classroom #1**] from the room corner so it is adjacent to an exit to the outdoors.

Technical assistance and consultation were provided to program director Ms. Kimberly Steinacker and licensee designee Ms. Kaylee Lovejoy in the following areas:

- **R400.8101(aa) "First aid kit"**. Remove the Sani-Cloth wipes from the first aid kit or mark them as "for adult use only".
- **R400.8152(3) Medication; administrative procedures**. Sun screen and diaper creams must be labeled with the child's first and last name.
- **Napping mats**...if being washed, rinsed and sanitized on a weekly basis, ensure that the mats are being used by the same child for the week, by labeling the mat with the child's name or creating a numbering system for identifying the mats.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.



08/23/2023

Dana M. Hart
Licensing Consultant

Date