



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

January 8, 2019

Karen Lenaghan-Baugham  
Terri Schichtel  
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. Lenaghan-Baugham and Ms. Schichtel:

Attached is the Licensing Study Report for the above referenced facility. Due to one or more rule violations, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and 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.

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 (231) 922-5309.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Vander Lugt".

Jennifer Vander Lugt, Licensing Consultant  
Bureau of Community and Health Systems  
Suite 11  
701 S. Elmwood  
Traverse City, MI 49684  
(231) 342-2454

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
RENEWAL INSPECTION REPORT**

**I. IDENTIFYING INFORMATION**

**License 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:** Karen Lenaghan-Baugham, Designee  
Terri Schichtel, Designee

**Name of Facility:** NMCAA Preschool - Missaukee

**Facility Address:** 1751 S Morey Road  
Lake City, MI 49651

**Facility Telephone #:** (800) 632-7334

**Original Issuance Date:**

**Capacity:** 47

**Age Range:** Ages Birth Thru 6 years

**Program Components:** TRANSPORTATION  
PRESCHOOL  
HEAD START  
FOOD SERVICE

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 12/06/2018  
 Date of Environmental Health Inspection: 12/18/2018  
 Date of Fire Safety Inspection: 10/05/2018  
 Date of Lead Hazard Risk Assessment, if applicable: 06/25/2013  
 Date of Documentation of Playground Compliance, if applicable: 10/20/2018

		No. of Records Reviewed
No. of children enrolled in care	36	10
No. of staff employed	7	5
No. of volunteers	1	1
No. of children present at time of inspection	28	
No. of staff present at time of inspection	7	
No. of volunteers present at time of inspection	1	
No. of children interviewed/observed	28	
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: The four classrooms in the building are approved as child use space.

Approved Program Director: Ms. Mistie Watson and Mr. Kris Daniel are approved as program.

Approved Central Administrator: None.

Approved Variances: None.

Key Indicator Inspection: No.

## 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 portions of programming in both classrooms. I observed free play, small group, large group, recall, transitions from one activity to another, lunch prep, lunch, and transition to rest. Caregivers were patient and responsive to the children in care. Children were given many advanced warnings

regarding transitions and redirected when needed. The interactions between caregivers and children were appropriate and kind.

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

**R 400.8131 Professional development requirements.**

**(4) All program directors, site supervisors, and caregivers shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities, including, but not limited to, child development and learning; health, safety and nutrition; family and community collaboration; program management; teaching and learning; observation, documentation, and assessment; interactions and guidance; professionalism; and the child care center administrative rules. The center may count CPR and first aid training for up to 2 hours of the annual professional development hours in the year taken.**

Ms. Schichtel did not ensure that all caregivers completed 16 clock hours of annual training as described above. Caregiver, Ms. Julia Fults completed 5.75 hours of professional development in 2016 and 15 hours of professional development in 2017 (12 hours with verification and three hours listed without verification). Ms. Faults stated that it was difficult to complete all needed trainings in 2016 and 2017 because she was a substitute caregiver during that time.

**R 400.8143 Children's records.**

**(3) At the time of initial attendance, 1 of the following shall be obtained and kept on file and accessible in the center for children under school-age:**

**(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by the department of community health.**

Ms. Schichtel did not ensure that all children had a certificate of immunization showing a minimum of one dose of each immunizing agent specified by the department of community health at the time of initial attendance. One child's date of initial attendance was 09/04/2018 and the date of immunization for varicella was 09/25/2018.

**R 400.8350                      Toilets; hand washing sinks.**

(5) Hand washing sinks shall have warm running water not to exceed 120 degrees Fahrenheit.

Ms. Schichtel did not ensure that handwashing sinks had warm water that did not exceed 120 degrees Fahrenheit. The warm water in the handwashing sink in Ms. Watson's classroom was 123 degrees Fahrenheit.

During a follow-up phone call with Ms. Schichtel, I provided technical assistance regarding center volunteers.

Note: This center does not currently offer food service or transportation.

**III. RECOMMENDATION**

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

*Jennifer Vander Lugt*

01/08/2019

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Jennifer Vander Lugt  
Licensing Consultant

Date