



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

November 28, 2022

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

RE: License #: DC050016327
NMCAA Preschool - Mancelona
201 East State St
Mancelona, MI 49659

Dear Ms. Phelps:

Attached is the Addendum to the Original Licensing Study Report for the above referenced facility.

Please review the enclosed documentation for accuracy and 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 must be filed in your licensing notebook.

Sincerely,

A handwritten signature in black ink that reads "Renee Libby".

Renee Libby, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 357-3087

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	DC050016327
Licensee Name:	Northwest Michigan Community Action Agency Inc
Licensee Address:	3963 Three Mile Rd Traverse City, MI 49686
Licensee Telephone #:	(231) 947-3780
Administrator/Licensee Designee:	Shannon Phelps, Designee
Name of Facility:	NMCAA Preschool - Mancelona
Facility Address:	201 East State St Mancelona, MI 49659
Facility Telephone #:	(231) 587-0417
Capacity:	27
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 09/20/2022, the Licensee designee requested the addition of infant/toddler programming and a change in the center's capacity to 27 children.

III. Methodology

06/03/2022 Inspection Completed-Fire Safety: D Rating

07/06/2022 Inspection Completed-Fire Safety: A Rating

09/20/2022 Modification Request received via email

10/06/2022 Inspection Completed – Environmental Health: A Rating

11/15/2022 Inspection Completed Onsite – Modification

11/22/2022 Contact: Document Received: Emailed photo of GFCI outlet installation

IV. Description of Findings and Conclusions

The terms of the original license have been modified on 11/28/2022 and 1/21/2013.

NMCAA Mancelona operates a blended Head Start/Great Start Readiness Program (GSRP) and an Early Head Start (EHS) program for eligible children in a stand-alone building in the city of Mancelona.

The following room has been approved as child-use space and meets the 35 square feet per child requirement:

Preschool Room: This unnumbered classroom is located at the back of the building and was measured in 3 separate rectangles. The first rectangle measures 14 ft. x 14.66 ft. totaling of 205.2 square feet. The second rectangle measures 26.92 ft. x 7.83 ft. totaling 210.8 square feet. The third rectangle measures 23.33 ft. x 27 ft. totaling 629.9 square feet. The total square footage of all three measured areas is 1,045.9. This allows for the requested capacity of 18 preschool age children.

The following room has been approved as child-use space and meets the 50 square feet per child requirement:

Early Head Start Room: This unnumbered classroom is located at the front of the building. The room was measured in two rectangles. The first rectangle measures 19.6 ft. x 31.5 ft. totaling 617.4 square feet. The second rectangle measures 8.6 ft.

x 1.6 ft. totaling 13.8 square feet. The total square footage of the room equals 631.2. This allows for the requested capacity of 9 infants and toddlers.

The total approved space is sufficient for a center capacity of 27 children from birth through age 5.

There are two sinks and one toilet in the preschool classroom, one toilet and two sinks in the EHS classroom, and an additional toilet and handwashing sink available to children in the hallway. This is sufficient for the requested capacity of 27 children.

The center is furnished with a variety of developmentally appropriate equipment, toys, and materials sufficient for the addition of infant/toddler programming.

A lead risk assessment was conducted on 09/11/2013. No lead hazards were found. A fire inspection with an "A" rating was completed by a qualified fire inspector on 07/06/2022. An Environmental Health Inspection with an "A" rating was completed on 10/06/2022.

Terms:

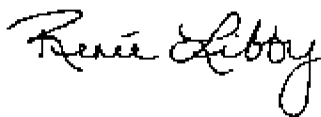
The center is approved for a total capacity of 27 children from birth through 5 years of age.

- The preschool program will operate September through May from 8:00 AM to 3:00 PM, Monday through Thursday, with an occasional Friday session if needed.
- The EHS program will operate September through June from 8:30 AM to 2:30 PM Monday through Friday.

The center provides breakfast, lunch, and an afternoon snack. Transportation is not a program component.

V. Recommendation

I recommend the addition of Early Head Start infant/toddler programming and a change in capacity to 27 children from birth through 5 years of age.



11/28/2022

Renee Libby
Licensing Consultant

Date