



STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

GRETCHEN WHITMER
GOVERNOR

ORLENE HAWKS
DIRECTOR

July 21, 2023

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

RE: License #: DC150262066
NMCAA Preschool - Boyne
321 S. Park St.
Boyne City, MI 49712

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 (517) 284-9730.

Per MCL 722.113g, this report must be filed in your licensing notebook.

Sincerely,

A handwritten signature in cursive script that reads "Codie Mayhew".

Codie Mayhew, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(231) 342-5006 – Cell
(517) 284-9730- Main
(517)-763-0217- Fax
MayhewC@michigan.gov

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	DC150262066
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 - Boyne
Facility Address:	321 S. Park St. Boyne City, MI 49712
Facility Telephone #:	(231) 582-2133
Capacity:	16
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 07/21/2023, a modification request was received asking for the capacity to be reduced from 18 to 16 and change the days of operation to Monday through Friday.

III. Methodology

07/21/2023 Modification Request Received

IV. Description of Findings and Conclusions

The terms of the original license have been modified on 09/18/2013, 08/24/2015, 09/08/2017, 09/09/2022, and 07/21/2023.

The center is located within the Boyne City Education Center building in Boyne City. The center consists of two rooms within the building. The school offers alternative education for grades 9th through 12th grade in the building.

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

- Classroom 21: This room measured to be 32.2 ft. x 28.8 ft., providing a total of 927 square feet. Based on 35 square feet per child, this allows for the requested capacity of 16 children ages 30 months and above.

The Licensee Designee understands that if there is a mixed age group in the room, the ratio of child care staff members to children is based on the youngest child. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.

The following room is approved as additional child use space and was not used to determine the center's total capacity:

- The Gymnasium was previously measured to be 85 ft. X 70 ft, providing a total of 5,950 square feet. This allows for the center capacity of 16 children.

There are two handwashing sinks located in Classroom #21. The main hallway girl's bathroom contains two handwashing sinks and two toilets. The main hallway boy's bathroom contains two handwashing sinks, one toilet, and one urinal. The hallway girl's bathroom located near the gymnasium contains two handwashing sinks and three toilets. The hallway boy's bathroom located near the gymnasium contains two handwashing sinks, one toilet and two urinals. There is a total of ten handwashing sinks, eight toilets and three urinals available to children in care.

This supports the center capacity of 16 children. Classroom #21 is furnished with a variety of developmentally appropriate equipment.

The superintendent signed a certification of school building fire safety on 08/01/2022. An "A" rated environmental health inspection was completed on 03/15/2018. A lead hazard risk inspection indicating no lead hazards present was conducted on 06/09/2017, 08/27/2019, 10/18/2019, and 06/15/2022. Note: The gymnasium and hallway bathrooms located near the gymnasium were constructed after 1978.

Terms:


The center operates Monday-Friday from 8:30am -3:00pm. The center is approved for a total capacity of 16 children ages 30 months and above.

The center serves breakfast, lunch, and an afternoon snack which is provided from the Boyne City Schools high school kitchen.

The center does not provide transportation or swimming.

V. Recommendation

I recommend a change in capacity to 16 and the addition of Friday as a day of operation.



07/21/2023

Codie Mayhew
Licensing Consultant

Date