



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

July 25, 2023

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

RE: License #: DC150402347  
**NMCAA Preschool Charlevoix**  
**108 E Garfield**  
**Charlevoix, MI 49720**

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 black ink 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**

<b>License #:</b>	DC150402347
<b>Licensee Name:</b>	Northwest Michigan Community Action Agency Inc
<b>Licensee Address:</b>	3963 Three Mile Rd Traverse City, MI 49686
<b>Licensee Telephone #:</b>	(231) 947-3780
<b>Administrator/Licensee Designee:</b>	Shannon Phelps, Designee
<b>Name of Facility:</b>	NMCAA Preschool Charlevoix
<b>Facility Address:</b>	108 E Garfield Charlevoix, MI 49720
<b>Facility Telephone #:</b>	(231) 341-6211
<b>Capacity:</b>	16
<b>Program Type:</b>	CHILD CARE CENTER

## II. Purpose of Addendum

On 07/25/2023, a modification request was received asking for a change in capacity from 18 to 16 and the addition of Friday as a day of operation.

## III. Methodology

07/25/2023 Modification Request Received

## IV. Description of Findings and Conclusions

The terms of the original license were modified on 07/25/2023, 09/13/2022 and 02/13/2020.

The NMCAA Charlevoix Head Start classroom is located in the Charlevoix Elementary School. The center consists of one preschool classroom for children ages 30 months to 4 years 9 months of age.

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

- Preschool Room (Room #: 420)- This room is 39.8 ft. x 20.7 ft., minus teacher's area of 9.2 ft. x 4.5 ft. providing for a total of 782.4 square feet. Based on 35 square feet per child, this is enough space for the requested room capacity of 16 children ages 30 months to 4 years 9 months of age. The licensee designee understands that if there is a mixed age group in the room, the ratio of caregiver to children and the maximum group size are based on the youngest child.

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

- Room 444- Gymnasium: This room measures at 99.5 ft. x 86.4 ft., providing a total of 8597 square feet. This allows for the total center capacity of 16 children ages 30 months to 4 years 9 months. The licensee understands that when there is a mixed age group in the space, the caregiver to child ratio is based on the age of the youngest child in the room.

The total space is sufficient for a total capacity of 16 children ages 30 months to 4 years and 9 months.

The preschool classroom has enough age-appropriate supplies, materials, and equipment to support physical, cognitive, social, and emotional development as well as imaginative play, language and literacy experiences, creativity, and early math and science concepts.

The Preschool classroom contains one toilet and two handwashing sinks. There are two individual bathrooms located to the left of the classroom down the hallway which provides an additional two toilets and two handwashing sinks. The toileting and handwashing facilities are sufficient to accommodate the requested capacity of 16 children.

The outdoor play area is located directly outside of the classroom, and it is completely fenced. The outdoor area consists of one large climbing structure with a slide. There is also a large container containing balls and various outdoor play equipment. There are no water hazards present. The Charlevoix Elementary School was built in 1961 with an addition added on in 2019-2020.

A Lead Hazard Risk Assessment was completed and approved on 12/05/2019 by Mr. Robert Peters through Otwell-Mawby. The gymnasium was listed on the Lead Hazard Risk Assessment. A playground inspection of the composite structure located on the preschool playground was completed by a certified playground inspector on 11/05/2019. The climber was approved for use by children ages 2- 12 years of age. An Environmental Health Inspection with an "A" rating was completed on 01/02/2020. The gymnasium was included on the environmental health inspection. On 05/17/2022, the Fire Safety Provision was signed by the superintendent.

**Terms:**

The center operates during the school year. The center provides preschool and head start program components and it is community funded. The center serves children ages 30 months to 4 years 9 months of age. The center offers one full time preschool classroom.

- The center operates Monday through Friday 07:45 AM to 03:00 PM.

The center provides breakfast and a PM snack. Charlevoix Elementary School provides lunch for the center program.

The center does not provide transportation or swimming as a program component at this time.

**V. Recommendation**

I recommend a change in capacity from 18 to 16 and the addition of Friday as a day of operation.

*Codie Mayhew*

07/25/2023

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Codie Mayhew  
Licensing Consultant

Date