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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 12, 2022

Amy Burk
Communities In Schools of Northwest Michigan
205 Grove Street
Mancelona, MI 49659

RE: License #: DC150410353
East Jordan Elementary School - Afterschool Program
304 Fourth Street
East Jordan, MI 49727

Dear Ms. Burk:

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 30664
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 #:	DC150410353
Licensee Name:	Communities In Schools of Northwest Michigan
Licensee Address:	205 Grove Street Mancelona, MI 49659
Licensee Telephone #:	
Administrator/Licensee Designee:	Amy Burk, Designee
Name of Facility:	East Jordan Elementary School - Afterschool Program
Facility Address:	304 Fourth Street East Jordan, MI 49727
Facility Telephone #:	(231) 356-4385
Capacity:	50
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

Ms. Burk requested a change to their days and times of operation. The changes include operating Monday through Thursday from 3 PM to 6 PM during the school year. On school half days, the program will operate from 11:30 to 3:30 PM. During the summer program, the center will operate Monday through Thursday from 8 AM to 12 PM.

III. Methodology

07/12/2022 Modification Request Received

12/03/2021 Inspection Completed-Fire Safety: A

12/14/2021 Inspection Completed: Env. Health: A

IV. Description of Findings and Conclusions

The terms of the original license have been modified on 07/12/2022.

This child care center is located in the East Jordan Elementary school located in East Jordan, Michigan. The child care center is comprised of six classrooms, a cafeteria, small gym, library, and lounge. The center will offer care to children 5 years of age through 12 years of age.

The following rooms have been approved as child-use space and meet the 35 square feet per child requirement:

- **Classroom B4:** this room is 27.8 ft x 26.6 ft (minus 7.3 ft x 3.0 ft), providing a total of 717.58 square feet. Based on 35 square feet per child, this allows for a maximum room capacity of 20 school-aged children.
- **Classroom B5:** this room is 27.8 ft x 26.6 ft (minus 7.3 ft x 5.3 ft), providing a total of 700.79 square feet. Based on 35 square feet per child, this allows for a maximum room capacity of 20 school-aged children.
- **Classroom B6:** this room is 26.3 ft x 27.8 ft (minus 7.4 ft x 2.9 ft), providing a total of 709.68 square feet. Based on 35 square feet per child, this allows for a maximum room capacity of 20 school-aged children.

The center's total capacity at one time is 50 school-age children. Even though Classrooms B4, B5, and B6 have a total capacity higher than 50, the licensee designee understands that the total number of children in care at any one time cannot exceed 50.

The following rooms are approved as additional use space and were not used to determine the center's total capacity:

- **Cafeteria:** this room is 71.8 ft x 40.0 ft, providing a total of 2872 square feet. Based on 35 square feet, this accommodates the center's total capacity of 50 school-aged children. The cafeteria is divided into two well-defined spaces by using the food bar in the middle of the room. This allows 25 children to be in the front half of the cafeteria and 25 children in the back half of the cafeteria.
- **Small Gymnasium:** this room is 40.0 ft x 61.0 ft, providing a total of 2440 square feet. Based on 35 square feet, this accommodates the center's total capacity of 50 school-aged children. The gymnasium is divided into two well-defined spaces using the basketball half court line as the divider. Each side of the gymnasium can accommodate 25 children. For children ages five and above, the maximum group size for well-defined space is 36 children
- **Library:** this room is 50.4 ft x 56.3 ft (minus 14.1 ft x 30.1 ft and 23.9 ft x 10.4 ft), providing a total of 2164.55 square feet. Based on 35 square feet, this accommodates the center's requested capacity of 36 school-aged children.
- **Lounge:** this room is 36.7 ft x 14.8 ft, providing a total of 543.16 square feet. Based on 35 square feet, this allows for a maximum room capacity of 16 school-aged children.
- **Classroom A7:** this room is 27.3 ft x 27.6 ft (minus 7.2 ft x 3.8 ft), providing a total of 726.12 square feet. Based on 35 square feet, this allows for a maximum room capacity of 21 school-aged children.
- **Classroom A8:** this room is 27.5 ft x 29.7 ft (minus 7.5 ft x 3.9 ft), providing a total of 787.50 square feet. Based on 35 square feet, this allows for a maximum room capacity of 23 school-aged children.
- **Classroom A9:** this room is 27.6 ft x 27.4 ft (minus 7.4 ft x 3.8 ft), providing a total of 728.12 square feet. Based on 35 square feet, this allows for a maximum room capacity of 21 school-aged children.

The center is approved for a total capacity of 50 children, 5 years of age through 12 years of age.

The center has adequate inventory of developmentally appropriate equipment and materials to support the center's capacity of 50 school-aged children.

There is a total of 13 handwashing sinks and 16 toilets available to the center. Classrooms B5, B6, B4, A7, A8, and A9 each have two toilet and at least one sink. The remaining toilets and sinks are in hallway bathrooms This supports the center's capacity.

The outdoor play area is located on the premises and is completely fenced.

A lead hazard risk assessment is not required because the center only offers services for school-aged children. On 12/03/2021, the Superintendent signed the Fire Safety

Provision's Form. On 12/14/2021, An A-rated Environmental Health Inspection was completed.

Terms:

This program will serve children ages 5 years of age through 12 years.

- During the school year, the center will operate from 3pm to 6pm, Monday through Thursday (afterschool care), 11:15am to 6pm (half days).
- During school half days, Monday through Thursday from 11:30 AM to 3:30PM. There are times when the center may hold a special event on a snow day or a half day.
- During the summer, the center will operate from 8am to 12pm, Monday through Thursday.

During the school year, the center will offer a nutritious snack for afterschool participants. The center will partner with the East Jordan Elementary school food service to provide meals and snacks on half days and snow days.

During the summer, participants will receive lunch and breakfast through the summer meal program provided by East Jordan Elementary school. The center will offer a nutritious snack for summer participants.

The center does not offer transportation or swimming as program components at this time.

V. Recommendation

I recommend the following changes in the days and times of operation:
During the school year, the center will operate Monday through Thursday from 3 PM to 6 PM. On school half days, the program will operate from 11:30 to 3:30 PM.
During the summer program, the center will operate Monday through Thursday from 8 AM to 12 PM.



07/12/2022

Codie Mayhew
Licensing Consultant

Date