



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 21, 2023

Julie Spencer
Harbor Light Christian School
8333 Clayton Rd.
Harbor Springs, MI 49740

RE: License #: DC240242622
Harbor Light Readiness Program
8333 Clayton Road
Harbor Springs, MI 49740

Dear Ms. Spencer:

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 #:	DC240242622
Licensee Name:	Harbor Light Christian School
Licensee Address:	8333 Clayton Rd. Harbor Springs, MI 49740
Licensee Telephone #:	(231) 347-7859
Administrator/Licensee Designee:	Julie Spencer, Designee
Name of Facility:	Harbor Light Readiness Program
Facility Address:	8333 Clayton Road Harbor Springs, MI 49740
Facility Telephone #:	(231) 347-7859
Capacity:	26
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 02/20/2023, Ms. Dutcher requested the addition of the new gymnasium, the new Cafeteria, the new Vestibule, the music room (on the 2nd floor), and a set of bathrooms (adjacent to the new gymnasium).

III. Methodology

03/21/2023 Inspection Completed Onsite

02/10/2023 Modification Request Received

02/21/2023 Inspection Completed- Env. Health: A rated

02/10/2023 Inspection Completed- Fire Safety: A rated

IV. Description of Findings and Conclusions

The terms of the original license have been modified on 03/21/2023, 10/26/2022, 08/16/2022, 08/20/2001, 10/09/2008, 03/25/2015, 04/18/2018, and 12/18/2020.

The center is located in the Harbor Light School building in Harbor Springs.

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

- **Classrooms E16 and E17:** This room was previously measured at 48 ft. X 26 ft., providing a total of 1248 square feet. There is a divider wall which can separate the E16 and E 17 classrooms. Each room measures to 26 ft. x 24 ft., providing a total of 624 square feet. This allows for 17 children ages 30 month and above in each classroom. Based on 35 square feet per child, this allows for the requested capacity of 26 preschool children when the divider wall is not in place. The licensee designee understands that for classrooms with children 30 months to 3 years of age, the maximum group size cannot exceed 16.
- **E 18 Classroom:** This room measured to be 35.8 ft. x 24.6 ft., providing a total of 881 square feet. Based on 35 square feet per child, this allows for a capacity of 25 children ages 30 months to 3 years of age. The licensee designee understands that for classrooms with children 30 months to 3 years of age, the maximum group size cannot exceed 16.
- **W1 Classroom (Before and After):** This room measured to be 21.6 ft. x 22.6 ft., providing for a total of 488 square feet. Based on 35 square feet per child, this allows for a capacity of 14 children 30 months of age and above. The licensee designee understands that for classrooms with children 30 months to 3 years of age, the maximum group size cannot exceed 16.

The center's total capacity at one time is 26 children. Even though Classrooms E16/E17, E18, and W1 have a total capacity higher than 26, the licensee designee understands that the total number of children in care at any one time cannot exceed 26.

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 licensee designee understands that the maximum group sizes for each age group must be followed.

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

- **Classroom E14/Chapel/and Music room:** This room was previously measured at 28 ft. X 26.5 ft., providing a total of 742 square feet. Based on 35 square feet per child, this allows for the requested capacity of 20 children ages 30 months and above.
- **The Library:** This room was previously measured to be 40 ft. x 24 ft., providing for 960 square feet. Based on 35 square feet per child, this allows for the requested capacity of 20 children ages 30 months and above.
- **The Gymnasium (closest to the playground):** This room was previously measured to be 100 ft. x 70 ft., providing for 7000 square feet. There is sufficient space for the requested capacity of 26 children ages 30 months and above. Due to maximum group size requirements, the gymnasium can be divided in half using the basketball half court line to allow 13 children ages 30 months to 3 years of age on each side of the gymnasium.
- **Kitchen:** This room measured to be 9 ft. x 6.3 ft, providing for a total of 56 square feet. This allows for one child to be in the kitchen at a time based on the 35 square feet per child rule.
- **Gymnasium (New Addition):** This room measured to be 76.2 ft. x 100 ft., providing a total of 7620 square feet. Based on the 35 square feet per child requirement, this allows for the center's capacity of 26 children ages 30 months and above. Due to maximum group size requirements, the gymnasium can be divided in half using the basketball half court line to allow 13 children ages 30 months and above on each side of the gymnasium.
- **Cafeteria (connects to vestibule):** This area is broken into two square areas. The cafeteria square area measured to be 38.6 ft. x 43.4 ft., minus 17.4 ft. x 21.1 ft, providing a total of 1308 square feet. Based on the 35 square feet per child requirement, this allows for the center's capacity of 26 children ages 30 months and above. This area can be divided into two areas to accommodate maximum group sizes. The cafeteria can be divided into half using the center

lane between the tables to allow 13 children ages 30 months and above on each side.

- **Vestibule (connects to cafeteria):** The vestibule square area measured to be 32.4 ft. x 23.3 ft., providing a total of 755 square feet per child. Based on the 35 square feet per child requirement, this allows for the center's capacity of 22 children ages 30 months and above. This area can be divided into two areas,
- **Music Room (2nd Floor above new gymnasium):** This room measured to be 23 ft. x 23.9 ft, minus 6.1 ft. x 9.7 ft., providing a total of 478 square feet. Based on 35 square feet, this allows for 13 children ages 30 months and above. There are two exits directly to the outside with proper termination on the 2nd floor.

The classrooms are furnished with a variety of developmentally appropriate toys, materials, and equipment. There is an adequate amount of equipment to support the center's capacity.

There is one bathroom located off classroom E17 which has one toilet and one handwashing sink. There are bathrooms across the hall from the main preschool classrooms. The girls' room has three toilets and two sinks and the boys' room have one toilet, two urinals and two sinks. There is also a bathroom across from the library that is available for the children's use. This has three toilets and two sinks. The boys' bathroom in the foyer has two toilets, two urinals, and three handwashing sinks. The girls' bathroom in the foyer has three toilets and three handwashing sinks. There is a set of bathrooms adjacent to the new gym through the new vestibule and new cafeteria. The boys' bathroom has 3 handwashing sinks, two urinals, and three toilets. The girls' bathroom has four handwashing sinks and four toilets.

The center has a total of 20 toilets, 6 urinals, and 20 handwashing sinks which supports the capacity of 26 children.

A playground inspection was completed and approved on 10/06/2022, and the child care children will only play on equipment approved for their age group. The Environmental Health Inspection was completed on 02/21/2023. The Fire Safety Provisions form was signed by the superintendent on 02/10/2023. A lead hazard risk assessment is not required at this location because the facility was built in 1985.

Terms:

The center operates during the school year on Mondays through Friday from 08:15 AM to 05:30 PM.

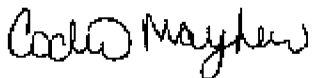
- The center offers an afterhours program for school aged children which operates during the hours of 3:00 to 05:30 PM.
- The center has preschool and school-age as program components.

Parents are required to send two snacks and lunch with the child. The center does not have food service as a program component.

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

V. Recommendation

I recommend the addition of the new gymnasium, new cafeteria, new vestibule, the music room, and the new set of bathrooms as child use space.



03/21/2023

Codie Mayhew
Licensing Consultant

Date