



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 13, 2022

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

RE: License #: DC240260553  
**NMCAA Preschool - Petoskey**  
**1515 Cemetary Rd**  
**Petoskey, MI 49770**

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 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**

<b>License #:</b>	DC240260553
<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 - Petoskey
<b>Facility Address:</b>	1515 Cemetary Rd Petoskey, MI 49770
<b>Facility Telephone #:</b>	(231) 439-6876
<b>Capacity:</b>	36
<b>Program Type:</b>	CHILD CARE CENTER

## II. Purpose of Addendum

On 09/06/2022, Ms. Sedwick requested the addition of Friday as a day of operation.

## III. Methodology

09/06/2022 Modification Request Received

## IV. Description of Findings and Conclusions

The terms of the original license were modified on 09/13/2022, 08/13/2014, and 04/18/2022.

The NMCAA Petoskey Center is located in the Intermediate School District building. The center is comprised of two classrooms and a multi-purpose room.

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

- **Classroom #2:** This room was previously measured to 33ft. x 26.7ft., providing for a total of 883 square feet. This provides sufficient space for the requested capacity of 18 children 30 months through 6 years of age.
- **Classroom #4:** This room was previously measured to 33ft. x 26.7ft., providing for a total of 883 square feet. This provides sufficient space for the requested capacity of 18 children 30 months through 6 years of age.

**The licensee understands that when there is a mixed age group in the space, the caregiver to child ratio and the maximum group size are based on the age of the youngest child in the room. The licensee designee understands that for classrooms with children 30 months to 3 years of age, the maximum group size cannot exceed 16.**

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

- **Multi-purpose room:** This room was measured to be 35ft. x 36.6ft., providing for a total of 1281 square feet. This provides sufficient space for the total capacity of 36 children 30 months through 6 years of age.

There is sufficient educational and play equipment for the Head Start children in the new classroom.

There is a bathroom in each classroom with one toilet and one handwashing sink.

Each classroom also contains an additional handwashing sink. The center has a total of two toilets and four handwashing sinks. The women's bathroom located across from the multi-purpose room has two toilets and two handwashing sinks. There is a total of three toilets and five handwashing sinks which supports the center's capacity.

The center was built in 2003 so a Lead Hazard Risk Assessment was not needed. An A-Rated Environmental Health Inspection was completed on 01/09/2020. The Fire Safety Provisions form was approved and signed by the superintendent on 01/09/2020.

**Terms:**

The center operates Monday through Thursday from 8:00 AM to 03:00 PM only during the school year. The center will occasionally operate on Fridays from 8:00 AM to 03:00 PM.

Food service is not a program component of the center. Chartwell provides food service for the school and the center offers breakfast, lunch, and a snack to students.

The center does not offer swimming or transportation as a program component.

**V. Recommendation**

I recommend the addition of Friday as a day of operation.



09/13/2022

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Codie Mayhew  
Licensing Consultant

Date