



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 #: DC240292494
NMCAA Preschool - Alanson
7400 North Street
Alanson, MI 49706

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

License #:	DC240292494
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 - Alanson
Facility Address:	7400 North Street Alanson, MI 49706
Facility Telephone #:	(231) 548-2261
Capacity:	18
Program Type:	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 have previously been modified on 09/13/2022, 01/28/2021, 09/08/2017, and 10/21/2013.

The center is located in the Alanson Littlefield Public School building. The center is comprised of one classroom and a multipurpose room.

The following rooms are approved for use and were used to determine the center's capacity:

- **Classroom 101:** This room was previously measured to be 30ft. x 28.5ft. and 16.5ft. x 7.5ft., providing for a total area of 978 square feet. This is sufficient space for the capacity of 18 child care children ages 30 months to 6 years.

The licensee designee understands that if there is a mixed age group in the room, the ratio of caregiver to children and group size is based on the youngest child.

The total space is sufficient for a total center capacity of 18 children ages 30 months through six years.

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 measured to be 59.6 ft. x 51 ft., providing for a total of 3039 square feet. This is sufficient space for the center's total capacity of 18 children 30 months and above.

The classroom has a variety of developmentally appropriate equipment to support physical, social, emotional, and cognitive developmental as well as imaginative play, language, literacy, creativity, early math, and early science experiences. The outdoor play area is entirely fenced in, and it is adjacent to the center's entrance. The children have access to various outdoor play equipment and toys. The playground was inspected on 11/02/2011.

An Environmental Health Inspection with an A rating occurred on 02/27/2019. The Fire Safety Provisions form was signed by the superintendent on 01/26/2021. On 01/28/2021, I received a statement from Ms. Dukes stating that child care children do not access any part of the old building and they would ensure children only utilize the remodeled part of the school.

Number of sinks and toilets: There is one toilet and two sinks in the classroom available for the children's use. There are also hallway bathrooms nearby which the child care children can use. The girls' room has seven stalls and three sinks and the boys' room has three stalls, four urinals and three sinks.

Terms:

The center is located in the Littlefield Elementary School in Alanson. The center consists of one classroom and a multi-purpose room.

- The center operates Monday through Thursday from 8:00 AM to 3:00 PM full day.
- The center will operate occasionally on Fridays from 08:00 AM to 03:00 PM.

The center does not have food service as a program component. NMCAA contracts with the Littlefield Elementary School. Therefore, children receive breakfast, lunch, and an afternoon snack.

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

V. Recommendation

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



09/13/2022

Codie Mayhew
Licensing Consultant

Date