



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

August 30, 2021

Elizabeth Eddington
Grand Traverse Bay YMCA
3700 Silver Lake Drive
Traverse City, MI 49684

RE: Application #: DC240409049
Central Elementary School
410 State Street
Petoskey, MI 49770

Dear Ms. Eddington:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. Therefore, an original license with a maximum capacity of 50 is issued.

Please review the attached 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 (231) 922-5309.

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
701 S. Elmwood Ave, Suite 11
Traverse City, MI 49684
(231) 342-5006

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	DC240409049
Applicant Name:	Grand Traverse Bay YMCA
Applicant Address:	3700 Silver Lake Drive Traverse City, MI 49684
Applicant Telephone #:	(231) 933-9622
Licensee/Designee:	Elizabeth Eddington, Designee
Name of Facility:	Central Elementary School
Facility Address:	410 State Street Petoskey, MI 49770
Facility Telephone #:	(231) 348-8393
Application Date:	06/03/2021
Capacity:	50
Program Type:	CHILD CARE CENTER

II. METHODOLOGY

06/03/2021	Enrollment
06/17/2021	Contact - Document Sent I sent Ms. Edington a checklist guide identifying all requirements and documents needed prior to scheduling the original walk through inspection.
06/28/2021	Inspection Completed-Fire Safety: A Fire Safety Provisions form signed by superintendent on 06/28/2021.
07/12/2021	Contact - Telephone call made I held a phone conference with Liz Eddington.
07/14/2021	Contact - Document Received I received a copy of the daily schedule, floor plan, Ms. Eddington's resume, and Ms. Eddington's transcripts.
07/22/2021	Inspection Completed-Env. Health: A Rated
08/12/2021	Contact - Document Received Policies, Emergency Plans, and inventory list.
08/17/2021	Contact - Document Received Finalized Emergency Plans and Policies
08/23/2021	Contact – Document Sent I sent Ms. Eddington a final updated checklist and a list of changes needed on the Child Care Background Check (CCBC) website.
08/24/2021	Application Complete – Onsite Needed
08/25/2021	Inspection Completed- BCAL Full Compliance
08/25/2021	Recommend License Issuance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Description of Facility

The center is located in the rural area of Petoskey. The center operates out of Central Elementary School.

Approved space (room numbers, sizes, capacity and ages of children for which each room/well-defined space is approved, etc.):

- **Cafeteria:** This room is 36.8 ft. x 66 ft., providing a total of 2,428 square feet. Based on the 35 square feet per child requirement, this allows for the requested capacity of 50 children ages five years and above.

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

- **Vestibule:** This room is 27.6 ft. x 39.2, providing a total of 1,081 square feet. Based on the 35 square feet per child requirement, this allows for 30 children ages five years and above.
- **Gymnasium:** This room is 67.6 ft. x 100 ft., providing a total 6,760 square feet. Based on the 35 square feet per child requirement, this allows for the requested capacity of 50 children ages five years and above.
- **Classroom 214 B:** This is room is 40.8 ft. x 31.3 ft., providing a total of 1,277 square feet. Based on 35 square feet per child requirement, this allows 36 children ages five years and above.

The space is sufficient for a total center capacity of 50 children ages 5 years and above.

Equipment:

An inventory list was provided on 08/12/2021 which shows that all classrooms have a variety of developmentally appropriate equipment to support physical, social, emotional, and cognitive development. There is an adequate amount of equipment to support the licensed capacity for each classroom with three play spaces per child.

Number of sinks and toilets:

On the main level, there is a girl's and boy's bathroom adjacent to the school office. The girl's bathroom has five toilets and two handwashing sinks. The boy's bathroom has three toilets, two urinals, and 3 handwashing sinks. Another set of bathrooms are located on each side of the gymnasium. The girl's bathroom consists of one toilet and one handwashing sink. The boy's bathroom consists of one toilet, one urinal, and one handwashing sink. There is a girl's bathroom (room 204) which consists of one toilet and one handwashing sink. There is a boy's bathroom (room 203) which consists of one toilet, one urinal, and one handwashing sink. This provides a total of 12 toilets, 4 urinals,

and 9 handwashing sinks for child use throughout the center. This supports the center's capacity of 50 children.

Outdoor play area - location, fenced or not, water hazards:

The center utilizes the Central Elementary School playground. The outdoor play area features swings, climbers, and various outdoor equipment.

Documentation if a lead hazard risk assessment was required and the results:

A lead hazard risk assessment was not required per R 400.8380(8) since the program operates in a school building serving only school-age children.

Documentation of playground safety:

The center utilizes the Central Elementary School playground, and this is provided to parents in writing in the center's parent handbook. Per R 400.8170(12), school-age centers operating in school buildings approved by the Michigan department of education are exempt from having the playground inspected by a certified playground inspector as long as the licensee informs parents in writing at the time of enrollment that the center plans to use a public school's outdoor play area and equipment that do not comply with subrule (11).

B. Program Description

Ages of children served:

The center serves children ages 5 thru 12 years of age.

Proposed days and hours of operation:

The center operates during the school year, Monday through Friday, from 03:00PM to 06:00PM

Full or part time (AM or PM sessions or both):

This is a part-time afterschool (PM) program.

Other program components - transportation, swimming, food service:

Food service is not a program component. The center provides an afternoon snack.

Swimming and transportation are not program components.

Name of program director and under what rules the program director is qualified:

The program director is Sarah Mulkey and she qualifies under R 400.8113(14).

Is there a central administrator that meets the administrative requirement?

A central administrator is not required.

Explanation of variance(s), if any:

There are no variances.

C. Rule/Statutory Violations

There are no rule or statutory violations.

IV. RECOMMENDATION

I recommend the issuance of an original license.

Codie Mayhew

08/30/2021

Codie Mayhew
Licensing Consultant

Date

Approved By:

Candice Case-French

08/30/2021

Candice Case-French
Area Manager

Date