



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

July 25, 2023

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

RE: License #: DC280020801  
**NMCAA Preschool - Hannah**  
**2912 W M 113**  
**Kingsley, MI 49649**

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 30837  
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>	DC280020801
<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 - Hannah
<b>Facility Address:</b>	2912 W M 113 Kingsley, MI 49649
<b>Facility Telephone #:</b>	(231) 263-7373
<b>Capacity:</b>	16
<b>Program Type:</b>	CHILD CARE CENTER

## II. Purpose of Addendum

On 07/25/2023, a modification request was submitted asking for a change in capacity from 18 to 16.

## III. Methodology

07/25/2023 Modification Request Received

## IV. Description of Findings and Conclusions

The terms of the original license have been modified on 03/27/2018 and 07/25/2023.

The center is located within the St. Mary-Hannah School in Kingsley. The center is comprised of one classroom, the gym, and the cafeteria.

**The following room has been approved as use space and meets the 35 square feet per child requirement:**

- Head Start Room (Room # 1) measures 29.8 ft. X 23 ft., less 3.3 ft. X 6.5 ft. and 6.7 ft. X 5.3 ft., providing a total of 628 sq. ft. This allows for a total capacity of 16 children aged 30 months through 6 years.

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

- The gym measured at 37 ft. X 87 ft., providing a total of 3219 sq. ft. This space will accommodate the center capacity of 16 children aged 30 months through 6 years.
- The cafeteria measured 33.6 X 73.6., providing a total of 2473 sq. feet. This space will accommodate the center capacity of 16 children aged 30 months through 6 years.

The total space is sufficient for the capacity of 16 children aged 30 months through 6 years.

The girl's hallway bathroom used by the center for all children includes six toilets and a circular sink suitable for three children. The classroom contains one handwashing sink. This provides a total of six toilets and four handwashing sinks for center use. This supports the center's capacity.

The Head Start classroom is furnished with an ample amount of developmentally appropriate equipment which supports the total capacity of 16 children.

A Certification of School Building Fire Safety Provisions was signed on 01/04/2022. On 01/13/2022, an "A" rated Environmental Health Inspection was completed. On 07/16/2013, 07/13/2016, and 10/31/2016 a Lead Hazard Risk Assessment was completed indicating no lead hazards were present.

**Terms:**

The center is approved for a total capacity of 16 children ages 30 months through 6 years.

- The Head Start program is offered Monday-Friday from 8:15-3:15 during the school year.

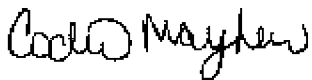
The center receives breakfast, lunch, and an afternoon snack prepared by an outside vendor.

The center does not provide transportation at this time.

The center does not provide swimming.

**V. Recommendation**

I recommend a change in capacity from 18 to 16.



07/25/2023

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Codie Mayhew  
Licensing Consultant

Date