



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

Michelle Richard
ACTING DIRECTOR

Report Type : Addendum to Original Report
Inspection Type: Modification

Date of Inspection: 5/8/2024
Date of Report: 5/15/2024

Licensee Name(s)	License Number
Northwest Michigan Community Action Agency Inc	DC280020801
Capacity	Facility Name
17	NMCAA Preschool - Hannah
Program Type	Licensee Designee(s)
Center	Karen P Lenaghan-Baughman Kimberly Jean Aultman Shannon E Phelps Teasha Shantal Lawson Kristin Lea Ruckle Kaylee Lovejoy Abria L Morrow Ashley OIstad
Central Administrator(s)	Program Director(s) Name
	Jennifer R (Cook) Tharp Qualifications: R 400.8113(7)(a) (9). Date PD Approved: 7/19/2023
Facility Address	Mailing Address
2912 W M 113, Kingsley, MI, 49649	3963 Three Mile Rd, Traverse City, MI, 49686
Facility Phone Number	Facility Email Address
2312637373	klovejoy@nmcaa.net

Findings of the Inspection

Purpose of Addendum: On 05/15/2024, the licensee designee requested a change in center capacity from 16 to 17.

Findings and Conclusions:

If you have questions regarding the report, please contact licensing consultant, Codie Mayhew at 231-342-5006 or mayhewc@michigan.gov. In the event that Codie Mayhew is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Description of Facility

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

Approved Child Use Space

The licensee/ licensee designee understands that the ratio of child care staff member to children and the maximum group size is determined by the youngest child in the room. Equipment in the room must be appropriate for the ages of the children in the room.

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Head Start Classroom #1		No
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
30 months and above : 17		628	Yes

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Gymnasium		No
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
30 months and above : 17		3219	No

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Cafeteria		No
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
30 months and above : 17		2473	No


Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
Hallway	Girls' Bathroom		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
2 ½ years - 6 years :			

Description of Outdoor Play Area			
Location	Enclosed Space	Outdoor Hazards	Playground Inspection
The outdoor play area is located behind the school.	Partially fenced in area	There are no known hazards onsite.	A playground inspection was completed on 06/20/2018.

Number of Sinks and Toilets			
Location	# of Handwashing Sinks	# of Toilets	# of Urinals
Head Start Classroom #1	1		
Down the hall adjacent to the cafeteria.	2	3	

Hours of Operation						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08:15 AM To 3:15 PM	08:15 AM To 3:15 PM	08:15 AM To 3:15 PM	08:15 AM To 3:15 PM	08:15 AM To 3:15 PM		

Terms, Program Components, and Variances							
Full Time or Part Time Care	Months of Operation	Care Before 6 AM	Care After 6 PM	Before School or After School Care	Overnight Care	Weekend Care	Head Start/GSRP
Full Time	Year Round	No	No		No	No	Head Start, GSRP
Food Service	No						
Transportation	No						
Swimming	No						
Variances	N/A						

Recommendation	
I recommend the center capacity increase to 17.	
Approved By: _____	
 05/15/2024	
Codie Mayhew Licensing Consultant	Date