



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 29, 2022

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

RE: License #: DC280346561
NMCAA Preschool - Mill Creek
9039 Old M-72
Williamsburg, MI 49690

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 (231) 922-5309.

Per MCL 722.113g, this report must be filed in your licensing notebook.

Sincerely,

A handwritten signature in cursive script that reads "Renee Libby".

Renee Libby, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 357-3087

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	DC280346561
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 - Mill Creek
Facility Address:	9039 Old M-72 Williamsburg, MI 49690
Facility Telephone #:	(231) 947-3780
Capacity:	18
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 07/22/2021, Licensee Designee Ms. Molly Notenbaum requested a change of use space from Room #122 to Room # 106.

III. Methodology

07/22/2021 – Modification Request Received

08/17/2021 – Environmental Health Inspection: A Rating

08/15/2021 – Inspection Completed Onsite

IV. Description of Findings and Conclusions

The terms of the original license have been modified on 02/27/2018 and 03/29/2022.

NMCAA operates a Great Start Readiness Program (GSRP) in room #106 of Elk Rapids Community School's Mill Creek Elementary School building, which currently serves children from kindergarten through fifth grades.

The follow room is approved for child use:

Room #106 – This room measures 27.4 ft. x 28 ft. minus a teacher desk area measuring 7.9 ft, x 6.9 ft. for a total of 713.8 square feet. Based on 35 square feet per child, this allows for the requested capacity of 18 preschool age children.

The following room was previously approved as additional use space.

Gym – The gym measures 74 ft. x 58 ft. for a total of 4,292 sq. ft. This is sufficient space for the requested capacity of 18 preschool age children. The licensee understands that the gymnasium can accommodate as many as 122 children ages, however if GSRP children are mixed with children from the elementary school or other programs in the building, those children count in center's staff-to child ratios and proper ratios and maximum group size must be maintained at all times.

The total approved space is sufficient for a center capacity of 18 children ages 2 ½ through 6 years of age.

There is one sink in the classroom and a bathroom with one toilet. School bathrooms are located a short distance down the hall. The girls' bathroom has 4 toilets and 2 handwashing sinks. The boys' bathroom has 2 toilets, 3 urinals and 2 sinks. This is sufficient for the requested capacity of 18 children.

The center is furnished with a variety of developmentally appropriate equipment, toys and materials sufficient for the requested capacity.

The school was built in 1989 and a lead hazard risk assessment is not required.

The Superintendent signed a Certification of School Building Fire Safety Provisions (BCAL-5043) on 01/28/2022.

An environmental health inspection with an "A" rating was conducted on 08/17/2021.

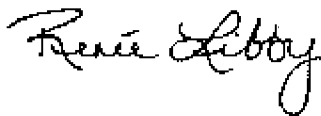
A playground inspection was completed on 07/18/2016.

Terms

The center is approved for a total capacity of 18 children from 2 ½ through 5 years of age and will operate from 8:00 AM to 4:00 PM, Monday through Thursday. The program provides snack and Elk Rapids Community Schools provides a catered breakfast and lunch. Transportation is coordinated through Elk Rapids Community Schools. The center does not offer swimming.

V. Recommendation

I recommend the addition of Room #106 to the approved child use space and the removal of previously approved rooms.



03/29/2022

Renee Libby
Licensing Consultant

Date