



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 #: 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 (517) 284-9730.

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

Sincerely,

A handwritten signature in cursive script 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**

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

## II. Purpose of Addendum

On 09/06/2022, Ms. Notebaum 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 been modified on 09/13/2022 and 02/27/2018.

NMCAA operates a Great Start Readiness Program (GSRP) in room #103 of Elk Rapids Community School's Mill Creek Elementary School building, which currently serves children from kindergarten through fifth grades. The NMCAA Great Start Readiness Program is comprised of three separate child use spaces within the Mill Creek Elementary School building.

**The following rooms have been approved as child-use space and meet the 50 square feet per child requirement:**

- **Room #103** – This room is the main GSRP classroom and measures 29 ft. x 27 ft. for a total of 783 sq. ft. There is a teacher's desk and file cabinets in the west corner of the room that occupies approximately 48 sq. ft. This provides for a total of 735 sq. ft. and is sufficient space to accommodate the requested capacity of 18 children from 2 ½ through 5 years of age.

**The following room is approved as additional use space and was not used to determine the center's total capacity:**

- **Room #122** – This classroom will be used for gross motor activities during inclement weather when the gym is not available. The room measures 32 ft. x 27 ft. for a total of 864 sq. ft. This is sufficient space to accommodate the requested capacity of 18 children from 2 ½ through 5 years of age.
- **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 children ages 2 ½ through five years. The licensee understands that the gymnasium can accommodate as many as 122 children ages 2 ½ and up, however if GSRP children are mixed with children from the elementary school or other programs in the building, those children count in center's caregiver to child ratio and proper ratios must be maintained at all times. This space is divided into two well-defined spaces using the basketball half court line to accommodate maximum group sizes if needed.

**The Licensee Designee understands that if there is a mixed age group in the room, the ratio of child care staff members to children is based on the youngest child. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.**

**The total approved space is sufficient for a center capacity of 18 children ages 2 1/2 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 5 toilets and 2 sinks for a total of 10 toilets and 5 handwashing 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. Staff will ensure that a variety of toys, activities and materials for gross motor play are brought into room #122 and the gym to allow for engaging experiences.

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 02/02/2022. An environmental health inspection with an "A" rating was conducted on 08/17/2021. A playground inspection was completed on 05/28/2018.

**Terms:**

The center is approved for a total capacity of 18 children from 2 ½ through 5 years of age.

- The center will operate from 8:00 AM to 4:00 PM, Monday through Thursday.
- The center will operate occasionally on Fridays from 08:00 AM to 04:00 PM.

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 Friday as a day of operation.



09/13/2022

---

Codie Mayhew  
Licensing Consultant

Date