



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 26, 2023

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 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

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:	16
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 07/26/2023, a modification request was received to change the center's capacity from 18 to 16 and to include Friday as a day of operation.

III. Methodology

07/26/2023 Modification Request Received

IV. Description of Findings and Conclusions

The terms of the original license have been modified on 07/26/2023, 09/21/2022, 09/13/2022, 03/29/2022, 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 following rooms have been approved as child-use space and meet the 35 square feet per child requirement:

- 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 16 preschool age children.

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

- Gymnasium: This space measures 74 ft. x 58 ft. for a total of 4,292 sq. ft. This is sufficient space for the requested capacity of 16 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 16 children ages 30 months 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 16 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 05/05/2023. An environmental health inspection with an "A" rating was conducted on 04/10/2023. A playground inspection was completed on 07/18/2016.

Terms:

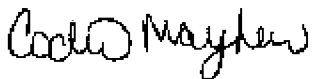
The center is approved for a total capacity of 16 children from 30 months through 5 years of age and will operate from 8:00 AM to 4:00 PM, Monday through Friday.

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 a change in capacity from 18 to 16 and the addition of Friday as a day of operation.



07/26/2023

Codie Mayhew
Licensing Consultant

Date