



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

September 1, 2023

Toby Berry
Community Action Agency
1214 Greenwood Ave
Jackson, MI 49203

RE: License #: DC300362501
Greenfield Early Childhood
3471 Beck Road
Hillsdale, MI 49242

Dear Ms. Berry:

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 "Charnell Lennox".

Charnell Lennox, Licensing Consultant
611 W. Ottawa
P.O Box 30837
Lansing, MI 48909

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC300362501
Licensee Name:	Community Action Agency
Licensee Address:	1214 Greenwood Ave Jackson, MI 49203
Licensee Telephone #:	(517) 784-4800
Administrator/Licensee Designee:	Toby Berry, Designee
Name of Facility:	Greenfield Early Childhood
Facility Address:	3471 Beck Road Hillsdale, MI 49242
Facility Telephone #:	(517) 437-3346
Capacity:	36
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

The purpose of the addendum is to increase capacity from 36 to 51 and the addition of use space to accommodate an additional preschool classroom.

III. Methodology

08/24/2023 Inspection Completed- Environmental Health- A

08/29/2023 Modification Request Received.

08/30/2023 Inspection Completed Onsite- Full Compliance.

09/01/2023 Modified Terms.

IV. Description of Findings and Conclusions

The terms of the original license have been previously modified on 8/21/2017 and 9/1/2023.

Greenfield Early Childhood Program is an active facility that has been operating since September 2014. Due to an increase in demand the center has requested a modification to the terms of the current license to add an additional classroom, classroom 9 and increase their overall capacity from 36 to 51 children ages 3-5 years old.

The center will utilize four rooms as approved child use space; the approved rooms and sizes include.

- **Classroom 7** measures 25 sq. ft. x 28 sq. ft. with an additional section of 10 sq. ft. x 9 sq. ft. providing a total of 790 sq. ft. This allows for the requested capacity of 18 children ages 3-5 years old.
- **Classroom 8** measures 25 sq. ft. x 28 sq. ft. with an additional section of 10 sq. ft. x 9 sq. ft. providing a total of 790 sq. ft. This allows for the requested capacity of 18 children ages 3-5 years old.
- **Classroom 9** measures 27 sq. ft. x 20 sq. ft. providing a total of 540 sq. ft. This allows for the requested capacity of 15 children ages 3-5 years old.

The following room is also approved as additional child use space and meets the 35 square feet per child requirement; however, were not used to determine the center's overall capacity.

- **Gymnasium** measures 57 sq. ft. x 40 sq. ft. providing a total of 2,280 sq. ft. This is enough space to accommodate the center's licensed capacity of 51 children ages 3-5 years old.

The approved capacity is 51 children at any one time in the facility ages 3 to 5 years. The licensee understands that each room approved for use has a maximum number of children allowed at any one time, but the overall capacity of the center cannot exceed 51 children.

The facility has one toilet, one sink, one urinal located in each classroom. In addition, there is community bathrooms available for children's use. This supports the total centers capacity of 51 children.

All of the classrooms are furnished with a variety of developmentally appropriate play and learning equipment conducive to the preschool program setting. There is an adequate amount of play equipment to support the license capacity of 51 children.

The center offers fulltime preschool programming through the school year for children ages 3-5 years old. The center operates Monday thru Friday from 08:00 A.M. until 03:00 PM. Transportation services will be provided by the parents and Hillsdale School district. The center provides breakfast, lunch and snack for the children. The meals are prepared in a centralized kitchen operated by the Community Action Agency. The snacks provided consist of prepackaged and fresh food items. There is no swimming offered by the center.

An environmental health inspection of the center was completed on 08/24/2023 with an "A" rating. The school is a public school building and is exempt from a fire inspection. A lead inspection is not required based on the facility being constructed in 1999.

V. Recommendation

I recommend the increase in capacity from 36 to 51 and the addition of the preschool classroom 9.

Charnell Lennox 09/01/2023

Charnell Lennox
Licensing Consultant

Date