



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

August 18, 2023

Kristen Bridges
Winn Area Activity Center
P.O. Box 92
Winn, MI 48896

RE: License #: DC370395380
Shepherd WAAC Programs
168 E. Maple St.
Shepherd, MI 48883

Dear Ms. Bridges:

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, appearing to read "Michael W. Skonieczny".

Michael Skonieczny, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa St.
P.O. Box 30664
Lansing, MI 48909
(989) 289-8572

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC370395380
Licensee Name:	Winn Area Activity Center
Licensee Address:	1924 Churchill Blvd. Winn, MI 48858
Licensee Telephone #:	(989) 866-2250
Administrator/Licensee Designee:	Kristen Bridges, Designee
Name of Facility:	Shepherd WAAC Programs
Facility Address:	168 E. Maple St. Shepherd, MI 48883
Facility Telephone #:	(989) 488-9283
Capacity:	100
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

A request was made by licensee designee Kristen Bridges to add a classroom in Shepherd Elementary School to be used as their preschool classroom.

III. Methodology

05/31/2023 Modification Request Received
08/08/2023 Inspection Completed-Env. Health: A
08/14/2023 Inspection Completed-Fire Safety: A
08/16/2023 Inspection Completed Onsite
08/18/2023 Modify Terms

IV. Description of Findings and Conclusions

The terms of the original license have been modified on March 25, 2021, 8/19/2022, and 8/18/2023.

The Shepherd After School Program currently serves school aged children ages 3 through 12 years of age. The program is located at Shepherd Elementary School and four classrooms in the adjacent Laidley Building. The Licensee Designee, Kristen Bridges, has requested that a classroom inside of Shepherd Elementary School be used for preschool.

A. Description of the Facility Approved space (room numbers, sizes, capacity, and ages of children for which each room/well-defined space is approved, etc.)

- **Room 120 – Preschool Classroom:** This room measures 24ft. x 48ft.; providing a total of 1,152 square feet. This accommodates 32 preschool aged children, but this classroom will not have more than 20 children at one time. If there is a child in the classroom under the age of 4, the staffing ratio is 1:10. If every child in the classroom is over the age of 4, the staffing ratio is 1:12.
- **Cafeteria:** This room measures 68ft. x 42ft.; providing a total of 2,856 square feet. This accommodates 81 school aged children. It is understood that if this space is used and more than 36 school age children are present, the space will be divided in half into 2 well defined spaces so that compliance with the maximum group size rule is achieved.
- **Gymnasium:** This room measures 59ft. x 92ft.; providing a total of 5,428 square feet. This is adequate for the requested capacity of 100. It is understood that if this space is used and more than 36 school age children are present, the space will be divided in half into 2 well defined spaces so that compliance with the maximum group size rule is achieved.

- **Library:** This room measures approximately 40ft. x 50ft.; providing a total of 2,000 square feet. This is adequate for 57 children. This room will be used occasionally by the preschool classroom for educational purposes.
- **Laidley Building Classroom 1 – After School Care:** This room measures 24ft. x 30ft. + 11 ft. x 2ft. providing for a total of 742 square feet. This accommodates 21 school aged children. This classroom is located on the south side of the building closest to the elementary school. This room is not being used regularly by afterschool care at this time. It will be used for small group activities or as an overflow/temporary use classroom if needed.
- **Laidley Building Classroom 2 – After School Care:** This room measures 24ft. x 30ft. + 11 ft. x 2ft. providing for a total of 742 square feet. This accommodates 21 school aged children. This classroom is located on the south side of the building furthest from the elementary school. This room is not being used regularly by afterschool care at this time. It will be used for small group activities or as an overflow/temporary use classroom if needed.
- **Laidley Building Classroom 3: - After School Care:** This room measures 24ft. x 30ft. providing for a total of 720 square feet. This accommodates 20 school aged children. This classroom is located on the north side of the building closest to the elementary school. This room is not being used regularly by afterschool care at this time. It will be used for small group activities or as an overflow/temporary use classroom if needed.
- **Laidley Building Classroom 4: - After School Care:** This room measures 24ft. x 30ft. providing for a total of 720 square feet. This accommodates 20 school aged children. This classroom is located on the north side of the building closest to the elementary school. This room is being used for storage and is not used by children at this time.

Equipment: There is a variety of developmentally appropriate equipment including board games, Legos, Hot Wheels, balls, jump ropes, blocks, puzzles, imaginative play items, educational manipulatives, markers and crayons, sufficient for the requested age range and capacity.

Number of sinks and toilets: There is 1 handwashing sink in the classroom. There is a set of group restrooms down the hallway from the gymnasium. The boys' restroom contains 5 sinks, 3 urinals, and 3 toilets. The girls' restroom contains 5 sinks and 6 toilets. In the Laidley Building, there is also a set of restrooms. The boys' restroom contains 1 toilet, 1 urinal, and 1 sink. The girls' restroom contains 2 toilets and 1 sink. There is also a staff restroom that could be used by children or staff that contains 1 toilet and 1 sink. This supports the center's capacity.

Documentation if a lead assessment was required and the results: A Lead Risk Assessment is not necessary as the building was constructed after 1978. The building is also used by school aged children daily.

Documentation of playground safety: The approved outdoor play space is located behind the school. The area is fenced in and contains two climbers, swings, a small rock wall, and a blacktop area. The installed equipment is used by school aged children daily and will only be used by the school aged children as part of the after-school program.

The preschool program will utilize the open spaces and sand areas of the playground and will use push toys, balls, and other outdoor supplies. The installed equipment will not be used by the preschool program. The bus parking area, which is gated off during school hours, may also be used for push toys and games.

B. Program Description

Ages of children served: The program will serve children ages 3 through 12 years of age.

Proposed days and hours of operation: The preschool program will operate 7:30AM-3:00PM. The after-school program operates Monday through Friday from 3:00PM to 5:30PM.

Full or part time (AM or PM sessions or both): The preschool program operates a full day program. The after-school program operates afternoon care only.

Other program components - transportation, swimming, food service: The facility does not offer any other program components.

Name of program director and what rules the program director is qualified: Amy Halstead was approved as an early childhood program director under R400.8113(7)(b) and (12) in 2023. She has a bachelor's degree in education with a minor in child development from Central Michigan University. Ms. Halstead will be the program director for the preschool classroom.

Kristen Bridges was approved as a program director under R400.8113(10)(a) and (13) in 2018. She has a bachelor's degree in education from Central Michigan University. She has completed 3 CEU's of program management. Ms. Bridges operates as the multi-site Program Director for the 3 WAAC school age before/after school programs.

Erin Fair was approved as program director under R400.8113(9)(a) and (13) in 2016. She has a Bachelor's degree in Early Childhood from Central Michigan University. She has completed 3 credits of program administration. Ms. Fair will act as a secondary multisite Program Director for the 3 WAAC school age before/after

school programs and can also serve as a back up to the Program Director for the preschool program if necessary.

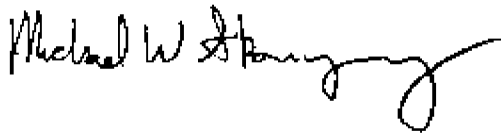
Is there a central administrator that meets the administrative requirement?

Kristen Bridges will act as the Central Administrator for this license.

Explanation of variance(s), if any: There are no approved variances for this facility.

V. Recommendation

I recommend approval of the use of classroom 120 for preschool aged children.



8/18/2023

Michael Skonieczny
Licensing Consultant

Date