



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 24, 2018

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

RE: License #: DC380297911  
**Springport Elementary School**  
**300 West Main St.**  
**Springport, MI 49284**

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 "Stacy Wables".

Stacy Wables, Licensing Consultant  
Bureau of Community and Health Systems  
301 E. Louis Glick Hwy  
Jackson, MI 49201  
(517) 899-5790

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>                       | DC380297911                               |
| <b>Licensee Name:</b>                   | Community Action Agency                   |
| <b>Licensee Address:</b>                | 1214 Greenwood Ave<br>Jackson, MI 49203   |
| <b>Licensee Telephone #:</b>            | (517) 784-4800                            |
| <b>Administrator/Licensee Designee:</b> | Toby Berry, Designee                      |
| <b>Name of Facility:</b>                | Springport Elementary School              |
| <b>Facility Address:</b>                | 300 West Main St.<br>Springport, MI 49284 |
| <b>Facility Telephone #:</b>            | (517) 857-3465                            |
| <b>Capacity:</b>                        | 20  |
| <b>Program Type:</b>                    | CHILD CARE CENTER                         |

## II. Purpose of Addendum

On 9/24/2021 licensee designee Toby Berry submitted a modification request to remove classrooms 201 and 103 and add classroom 205. Also, a request to decrease the capacity from 36 to 20 to reflect the decrease in the number of rooms utilized for child care.

## III. Methodology

9/24/2018 Modification request received.  
9/24/2018 Inspection completed on-site

## IV. Description of Findings and Conclusions

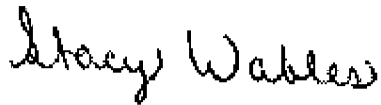
Terms of the original license have been modified on 10/30/2012 and 9/24/2018.

Springport Head Start is operated by Community Action Agency. The Head Start classroom is located at Springport Elementary school which is an operating school.

Classroom 205 measures 23 feet x 33 feet, plus 8 feet x 13 feet providing 863 total square feet. This is more than enough space for the requested capacity of 20 preschool children.

## V. Recommendation

I recommend the removal of classrooms 201 and 103 and the addition of classroom 205 and a decrease in capacity from 36 to 20 children.



9/25/2018

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Stacy Wables  
Licensing Consultant

Date