



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

November 5, 2021

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

RE: Application #: DC380409483
John R Lewis Head Start
154 W. Clark Street
Jackson, MI 49203

Dear Ms. Berry:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. Therefore, an original license with a maximum capacity of 48 is issued.

Please review the attached 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
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 899-5790

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
CHILD CARE LICENSING BUREAU
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	DC380409483
Licensee Name:	Community Action Agency
Licensee Address:	1214 Greenwood Avenue Jackson, MI 49203
Licensee Telephone #:	(517) 748-4800
Licensee/Designee:	Toby Berry, Designee
Name of Facility:	John R Lewis Head Start
Facility Address:	154 W. Clark Street Jackson, MI 49203
Facility Telephone #:	(517) 841-2600
Application Date:	07/14/2021
Capacity:	48
Program Type:	CHILD CARE CENTER

II. METHODOLOGY

07/12/2021	Inspection Completed-Fire Safety: A Superintendent signed statement
07/14/2021	On-Line Enrollment
07/15/2021	Contact - Document Sent Rule & Act booklets; MI Child Care Matters; CC Comprehensive Background Checks.
07/27/2021	Inspection Completed-Env. Health: A
09/15/2021	Application Complete/On-site Needed
09/15/2021	Inspection Completed On-site
09/28/2021	Contact - Document Received IRS letter
09/28/2021	Contact - Document Received App - Signed & dated; 001 & DL for Toby (LD); 001 for DeAnna (PD)
10/06/2021	Inspection Completed-BCAL Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Description of Facility

Approved space:

The Head Start classrooms are in John R. Lewis Elementary School. John R. Lewis Elementary School is an operating school serving children Kindergarten through 5th grade.

Room 100 (Lion) measures 28 feet x 28 feet, plus 9 feet x 14 feet providing 910 total square feet. This is enough space for 26 children ages 4 and 5 years.

Room 101 (Llama) measures 27 feet x 29 feet proving 783 total square feet. This is enough space for 22 children ages 4 and 5 years.

The gymnasium measures 45 feet x 60 feet providing 2,700 total square feet. This is more than enough space for the center's total capacity. The gymnasium is additional child use space and was not used to determine the center's total capacity.

Equipment: There is a wide variety and adequate amount of age-appropriate equipment available for the children's use. The quantity of equipment supports the center's capacity of 48 children.

Number of sinks and toilets:

There is one sink and one toilet located in each classroom. There are additional bathrooms available in the hallway. There are 6 sinks, 8 toilets, and 2 urinals available for children to use. This is more than enough to support the center's capacity of 48 children.

Outdoor play area - location, fenced or not, water hazards:

The outdoor play area is located on the left side of the building. The play area is enclosed by a four-foot chain link fence. There is installed equipment located in the play area. The center will not be utilizing the installed play equipment. There is a large grassy area for children to play. The center will utilize portable play equipment such as balls, frisbees, hula-hoops and jump ropes. There are numerous trees to provide shade. There are no water hazards on the property.

Documentation if a lead hazard risk assessment was required and the results:

The building was newly constructed within the last year. A lead hazard risk assessment was not required.

Documentation of playground safety:

The child care center will not use installed playground equipment. A playground safety inspection is not required.

B. Program Description

Ages of children served: The center will care for children ages 4 and 5 years.

Proposed days and hours of operation: The center will operate during the school year Monday through Friday 8:30am until 4:00pm.

Full or part time (AM or PM sessions or both): The center offers full-time programming.

Other program components - transportation, swimming, food service: Parents will arrange transportation for their children. Lunch and snacks will be provided by East Jackson Public Schools. The child care center does not provide swimming activities.

Name of program director and under what rules the program director is qualified:

DeeAnna Dykstra is the approved program director. Ms. Dykstra qualifies under rule R400.8113 (7)(a) and (9).

Is there a central administrator that meets the administrative requirement? The center does not have a central administrator.

Explanation of variance(s), if any: There are no rule variances.

C. Rule/Statutory Violations

There were no rule/statutory violations.

IV. RECOMMENDATION

I recommend the issuance of a regular license to this child care center.

Stacy Wables

11/05/2021

Stacy Wables
Licensing Consultant

Date

Approved By:

Darlese McConnell

11/05/2021

Darlese McConnell
Area Manager

Date