



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

November 23, 2021

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

RE: Application #: DC380410083  
**Northwest Head Start**  
**6900 Rives Junction**  
**Jackson, MI 49201**

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, a original license with a maximum capacity of 14 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**

<b>License #:</b>	DC380410083
<b>Licensee Name:</b>	Community Action Agency
<b>Licensee Address:</b>	1214 Greenwood Avenue Jackson, MI 49203
<b>Licensee Telephone #:</b>	(517) 748-4800
<b>Licensee/Designee:</b>	Toby Berry, Designee
<b>Name of Facility:</b>	Northwest Head Start
<b>Facility Address:</b>	6900 Rives Junction Jackson, MI 49201
<b>Facility Telephone #:</b>	(517) 748-4800
<b>Application Date:</b>	08/25/2021
<b>Capacity:</b>	14
<b>Program Type:</b>	CHILD CARE CENTER

## II. METHODOLOGY

08/16/2021	Inspection Completed-Lead Hazard Risk Assessment-Approved
08/25/2021	On-Line Enrollment
09/08/2021	Inspection Completed-Env. Health: A
09/09/2021	Inspection Completed-Fire Safety: A Superintendent signed statement
09/10/2021	Contact - Document Sent Rule & Act booklets; MI Child Care Matters; CC Comprehensive Background Checks
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)
10/11/2021	Inspection Completed-BCAL Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Description of Facility

#### Approved space:

The Head Start Classroom is in Northwest Connections School Northwest Connections School is an operating school serving children 9<sup>th</sup> through 12<sup>th</sup> grade.

Room 100 (Dragonfly) measures 19 feet x 27 feet providing 513 total square feet. This is enough space for 14 children ages 4 and 5 years.

The cafeteria/gymnasium measures 60 feet x 84 feet providing 5,040 total square feet. This is more than enough space for the center's total capacity. The cafeteria is additional 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 14 children.

**Number of sinks and toilets:**

There is a total of 7 toilets and 4 sinks available for the children to use. This is more than enough to support the center's total capacity of 14 children.

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

The outdoor play area is located to the side of the building. The outdoor play area is in an alcove where the play area is surrounded by the building on 3 sides. The fourth side is enclosed by a four-foot chain link fence. The outdoor play area can be accessed directly from the building. There are no water hazards located on the premises.

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

A lead hazard assessment was completed on 8/16/2021. There were no identified lead hazard risks.

**Documentation of playground safety:**

A playground inspection was completed on 8/26/2021.

**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 a full-time program.

**Other program components - transportation, swimming, food service:**

Parents will arrange transportation for their children. Lunch and snacks will be provided by Northwest Public Schools. The child care center does not provide swimming activities.

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

Katherine Wimmer is the approved program director. Ms. Wimmer qualifies under 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 issuance of an original license to this child care center.

*Stacy Wables*

11/23/2021

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Stacy Wables  
Licensing Consultant

Date

Approved By:

*Darlese McConnell*

11/23/2021

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Darlese McConnell  
Area Manager

Date