



STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

GRETCHEN WHITMER  
GOVERNOR

ORLENE HAWKS  
DIRECTOR

January 18, 2023

Elizabeth Jackson-Spaner  
Kalamazoo Public Schools / Greenwood Elementary  
3501 Moreland Street  
Kalamazoo, MI 49001

RE: License #: DC390299366  
**KCIS - Woods Lake Elementary**  
**3215 Oakland Drive**  
**Kalamazoo, MI 49008**

Dear Ms. Jackson-Spaner:

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 (616) 356-0183.

Per MCL 722.113g, this report must be filed in your licensing notebook.

Sincerely,

*Carrie Harris*

Carrie Harris, Licensing Consultant  
611 W. Ottawa Street  
PO Box 30664  
Lansing, MI 48909  
(269) 615-5617

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>	DC390299366
<b>Licensee Name:</b>	Kalamazoo Public Schools / Greenwood Elementary
<b>Licensee Address:</b>	3501 Moreland Street Kalamazoo, MI 49001
<b>Licensee Telephone #:</b>	(269) 337-0832
<b>Administrator/Licensee Designee:</b>	Elizabeth Jackson-Spaner, Designee
<b>Name of Facility:</b>	KCIS - Woods Lake Elementary
<b>Facility Address:</b>	3215 Oakland Drive Kalamazoo, MI 49008
<b>Facility Telephone #:</b>	(269) 337-0790
<b>Capacity:</b>	100
<b>Program Type:</b>	CHILD CARE CENTER

## II. Purpose of Addendum

On January 17, 2023, the licensee requested to add Rooms 200, 210, and 212 to the approved child use space.

## III. Methodology

03/10/2022 Inspection Completed: Fire Safety "A"

01/17/2023 Modification Request Received

01/18/2023 Inspection Completed On-Site

## IV. Description of Findings and Conclusions

The terms of the original license have been modified on October 12, 2022, December 28, 2012, October 9, 2014, and January 18, 2023.

The center is located within Woods Lake Elementary School which is part of Kalamazoo Public Schools. Rooms 101, 102, 104, 106, 108, 115, 118 (Red Room), 120, 121, 123, 125, 127 (Choir Room), 207, 301, 303, 304, 307, 308, 314, 324, 325, the library, instrumental room, cafeteria (107), and gymnasium have been previously approved. The center would like to add Rooms 200, 210, and 212 to the approved child use space.

Room	Dimensions	Total Space	Ages	Capacity
101	26'x26'=676	676 sq. ft.	5-12 years	19
102	28'x27'=756	756 sq. ft.	5-12 years	22
104	26'x26'=676	676 sq. ft.	5-12 years	19
106	26'x25'=650	650 sq. ft.	5-12 years	19
108	26'x26'=676	676 sq. ft.	5-12 years	19
115	10'x12'=120	120 sq. ft.	5-12 years	3
118 (Red Room)	16'x12'=192	192 sq. ft.	5-12 years	5
120	26'x20'=520	520 sq. ft.	5-12 years	15
121	26'x26'=676	676 sq. ft.	5-12 years	19
123	28'x26'=728	728 sq. ft.	5-12 years	21
125	26'x26'=676	676 sq. ft.	5-12 years	19
127 (Choir Room)	38'x24'=912	912 sq. ft.	5-12 years	26
200	26'x26'=676	676 sq. ft.	5-12 years	19
207	28'x44'=1,232	1,232 sq. ft.	5-12 years	35
210	26'x26'=676	676 sq. ft.	5-12 years	19
212	26'x26'=676	676 sq. ft.	5-12 years	19
301	38'x30'=1,140	1,140 sq. ft.	5-12 years	33
303	28'x37'=1,036	1,036 sq. ft.	5-12 years	30

304	30'x34'=1,020	1,020 sq. ft.	5-12 years	29
307	31'x36'=1,116	1,116 sq. ft.	5-12 years	32
308	37'x33'=1,221 12'x22'=264	1,221+264= 1,485 sq. ft.	5-12 years	42
314	30'x28'=840	840 sq. ft.	5-12 years	24
324	16'x20'=320	320 sq. ft.	5-12 years	9
325	30'x24'=720	720 sq. ft.	5-12 years	21
Library	34'x36'=1,224 26'x36'=936	1,224+936= 2,160 sq. ft.	5-12 years	62
Cafeteria (107)	50'x63'=3,150	3,150 sq. ft.	5-12 years	90
Gymnasium	80'x144'=11,520	11,520 sq. ft.	5-12 years	329
Instrumental Room	19'x42'=798	798 sq. ft.	5-12 years	23
<b>TOTALS</b>		<b>35,823 sq. ft.</b>	<b>5-12 years</b>	<b>1,022</b>

The facility has sufficient square footage to support the licensee's request for a capacity of 100 school-age children ages 5-12 years. The center has the required amount of developmentally appropriate equipment and supplies for the ages and capacity served.

The school-age females have access to 11 toilets and 7 hand washing sinks. The males have access to 6 urinals, 5 toilets, and 7 hand washing sinks. There is also 1 toilet and 1 hand washing sink in Room 210. This meets the requirements for at least 1 toilet and 1 hand washing sink to every 20 children since the center operates less than 5 continuous hours each day.

The outdoor play area is located to the side and back of the school, is partially fenced, and does not contain any water hazards. The playground equipment does not comply with the current edition of the Handbook for Playground Safety; however, the only children using the playground equipment are children who attend the center during school hours. R 400.8170(12) does not require a playground safety inspection for school-age children as long as the center informs parents in writing at the time of enrollment that they plan to use the school's outdoor play area and equipment that does not comply with child care regulations.

A lead hazard risk assessment was not required for this modification because R 400.8380(8) exempts centers that operate in a school building serving only school-age children from this requirement.

The Communities in Schools (CIS) program will serve children ages 5 years through 12 years. They will be open part-time Monday through Thursday from 3:50 PM to 6:30 PM. Transportation home after the program is provided on Kalamazoo Public School buses. Dinner is provided to participants through Chartwells. A swimming component is not offered.

An environmental health inspection was completed on February 3, 2009, and received an "A" rating. A new inspection was not required because the additional classrooms are in the same wing and similar to the previously approved rooms. The center has a kitchen licensed by the health department and a copy of the most recent food service inspection is on file. The center provided a statement signed by the Superintendent on March 10, 2022, to demonstrate compliance with fire safety provisions. No variances have been approved.

Marilyn Williams is the pending approval as the school-age program director.

**V. Recommendation**

I recommend approval of the modification to include the addition of Rooms 200, 210, and 212 to the approved child use space.

*Carrie Harris*

January 18, 2023

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Carrie Harris  
Licensing Consultant

Date