



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 8, 2022

Norma Ash
Kalamazoo Regional Educational Services Agency
422 E. South Street
Kalamazoo, MI 49007

RE: License #: DC390400270
Milwood UMC Head Start
3919 Portage Street
Kalamazoo, MI 49001

Dear Ms. Ash:

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 "Julia Majka".

Julia Majka, Licensing Consultant
Child Care Licensing Bureau
611 West Ottawa St.
P.O. Box 30664
Lansing, MI 48909
(269) 615-6039

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC390400270
Licensee Name:	Kalamazoo Regional Educational Services Agency
Licensee Address:	422 E. South Street Kalamazoo, MI 49007
Licensee Telephone #:	(269) 250-9845
Administrator/Licensee Designee:	Norma Ash, Designee
Name of Facility:	Milwood UMC Head Start
Facility Address:	3919 Portage Street Kalamazoo, MI 49001
Facility Telephone #:	(269) 250-9200
Capacity:	36
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

The licensee designee has requested to add Room 4 to the approved child use space and increase the capacity from 18 to 36.

III. Methodology

07/22/2021 Modification Request Received

08/09/2021 Inspection Completed-Lead Hazard Risk Assessment

08/12/2021 Inspection Completed-Fire Safety D

08/16/2021 Inspection Completed-Env. Health A

11/18/2021 Inspection Completed-Fire Safety A

02/08/2022 Inspection Completed Onsite

IV. Description of Findings and Conclusions

The facility is located within the Milwood United Methodist Church. The room previously approved for child use space is Room 6 and is in the basement. The facility has requested to add Room 4, on the main floor, and increase the capacity from 18 to 36 children ages 2 years, 9 months through 5 years. The facility has sufficient square footage to support the licensee's requested increase in capacity.

Classroom 4 measures approximately 45ft. x 16ft., providing a total of 720 square feet. This accommodates a capacity of 21 children. The licensee has requested a capacity of 18 children for this room.

Classroom 6 measures approximately 34.5ft. x 18ft., providing a total of 621 square feet. This accommodates a capacity of 18 children.

Equipment: The facility has the required amount of developmentally appropriate equipment for the ages and capacity requested.

Number of sinks and toilets: The facility has access to a total of 7 handwashing sinks and 11 toilets.

Documentation if a lead hazard risk assessment was required and the results: A lead hazard risk assessment was completed on August 8, 2021 and there were no lead hazards found.

Ages of children served: The facility will serve children ages 2 years, 9 months through 5 years.

V. Recommendation

I recommend approval of Room 4 for child use space and the increase in capacity from 18 to 36 children.

Julia Majka

02/08/2022

Julia Majka
Licensing Consultant

Date