



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

September 9, 2022

Shannon Phelps
Northwest Michigan Community Action Agency Inc
3963 Three Mile Rd
Traverse City, MI 49686

RE: License #: DC400346843
NMCAA Preschool - Kalkaska St
1700 W Kalkaska St
Kalkaska, MI 49646

Dear Ms. Phelps:

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 "DeAndre Lawson".

DeAndre Lawson, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(231) 262-3833- Cell
(517) 284-9730- Main
(517)-763-0217- Fax
lawsond@michigan.gov

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC400346843
Licensee Name:	Northwest Michigan Community Action Agency Inc
Licensee Address:	3963 Three Mile Rd Traverse City, MI 49686
Licensee Telephone #:	(231) 947-3780
Administrator/Licensee Designee:	Shannon Phelps, Designee
Name of Facility:	NMCAA Preschool - Kalkaska St
Facility Address:	1700 W Kalkaska St Kalkaska, MI 49646
Facility Telephone #:	(231) 258-4040
Capacity:	18
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On September 6th, 2022, Ms. Lovejoy sent a request to change the days of operation from Monday through Thursday to Monday through Friday beginning September 6th, 2022. The center will operate occasionally on Fridays.

III. Methodology

09/06/2022 Modification Request Received

IV. Description of Findings and Conclusions

The terms of the original license have previously been modified on 10/14/2020.

The center is located in Kalkaska Middle School in the rural area of Kalkaska. The center is comprised of one classroom.

The following rooms are approved for use and were used to determine the center's capacity:

- Classroom A1: This room was previously measured to be 49.5ft. x 26ft., providing for a total of 1287 square feet. This allows for the requested capacity of 18 children 30 months to 6 years of age.

The licensee designee understands that if there is a mixed age group in the room, the ratio of caregiver to children is based on the youngest child.

The total space is sufficient for a total center capacity of 18 children 30 months through six years of age.

The classroom has a variety of developmentally appropriate equipment to support physical, social, emotional, and cognitive developmental as well as imaginative play, language, literacy, creativity, early math, and early science experiences.

The children have access to a large outdoor play area adjacent to classroom A1.

Number of sinks and toilets: There are four handwashing sinks in classroom A1. The center utilizes the women's bathroom down the hall from the classroom for all children. This bathroom has three toilets and three handwashing sinks.

The fire safety provisions form was signed by the superintendent on 01/09/2020. An "A" rated Environmental Health Inspection was completed on 08/20/2013. A Lead Hazard Risk Assessment is not need since the school was built in 1979.

Terms:

The NMCAA Kalkaska center operates Monday through Thursday from 07:45AM to 02:45PM and occasionally Fridays from 07:45AM to 02:45PM for preschool children ages 30 months to 6 years.

The center does not have food service as a program component. The center is contracted through the school to provide breakfast, lunch, and an afternoon snack. The center does not offer transportation or swimming as a program component.

V. Recommendation

I recommend a change in the proposed days of operation to Monday through Friday 07:45 AM to 02:45 PM.



09/09/2022

DeAndre Lawson
Licensing Consultant

Date