



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

July 26, 2022

Attn: Jessica Terberg  
Hartland Community Education  
PO Box 160  
Hartland, MI 48353

RE: License #: DC470020067  
Hartland Comm Ed Child Care Ctr  
10235 School Street  
Hartland, MI 48353

Dear Ms. Terberg:

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 (248) 975-5053.

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

Sincerely,

A handwritten signature in black ink that reads "Thanh C. Biehl".

Thanh Biehl, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(734) 417-8580

Enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** DC470020067

**Licensee Name:** Hartland Community Education

**Licensee Address:** PO Box 160  
Hartland, MI 48353

**Licensee Telephone #:**

**Administrator/Licensee Designee:** Carol Hayes, Designee

**Name of Facility:** Hartland Comm Ed Child Care Ctr

**Facility Address:** 10235 School Street  
Hartland, MI 48353

**Facility Telephone #:** (810) 626-2780

**Capacity:** 210

**Program Type:** CHILD CARE CENTER

## II. Purpose of Addendum

On July 01, 2022, program director, Ms. Jessica Terberg, submitted a modification form to:

- Remeasure the gymnasium to comply with the new group size, and
- Remove the summer school-age program and before and after school latchkey program.

Please note: The capacity of the license decreased from 257 to 210.

## III. Methodology

09/07/2010 Contact- Document Received  
Lead Hazard Risk Assessment

06/13/2016 Contact- Document Received  
Documentation of Playground Compliance

03/26/2019 Inspection Completed-Fire Safety : A

11/08/2019 Inspection Completed-Heating Approved  
Boilers

05/13/2021 Inspection Completed-Env. Health : A

07/01/2022 Modification Request Received

07/19/2022 Inspection Completed On-site

## IV. Description of Findings and Conclusions

The terms of the original license have been modified on July 23, 2015, March 22, 2017, August 6, 2018, June 30, 2021, July 29, 2021, and July 26, 2022.

- July 26, 2022 - On July 01, 2022, program director, Ms. Jessica Terberg, submitted a modification form to (1) Remeasure the gymnasium to comply with the new group size, and (2) Remove the summer school-age program and before and after school latchkey program. *Please note:* The capacity of the license decreased from 257 to 210.
- On July 29, 2021, program director, Ms. Jessica Terberg, submitted a modification form to: (1) Change Classroom 4 Busy Bees (2 ½- 3 years old)

to Tiny Tadpoles (birth- 1 ½ years old) and (2) Change Classroom 3 Latchkey to Busy Bees (2 years old – 3 ½ years old).

- On July 23, 2015, the child care center requested a capacity increase from 154 to 257.
- On March 21, 2017, licensee designee, Ms. Jennifer Turner, submitted a modification request to change the use of space.
- On August 6, 2018, licensee designee, Ms. Michelle Otis, submitted a modification request form to change Classroom 7 from Kindergarten to Preschool. Classroom 7 will continue to have a before and after school- age child care.
- On June 18, 2021, program director, Ms. Jessica Terberg, submitted a modification request form to: (1) Change Classroom 7, Classroom 8, Classroom 9, and Classroom 10 for children ages 3 years through 12 years old. The classrooms will be used for preschool- age children, and for the before and after school-age program. (2) Approve the Gymnasium for the school-age summer camp, and before and after school latchkey program. Please note, the Gymnasium will also be used as a multi-purpose room for children ages birth through 12 years old during the school year, and (3) Change Classroom 1A Critters for children ages 4 years through 5 years old.

**The approved space is as follows:**

**Room 1A Critters** (ages 4 years through 5 years old) – This room measures 31' x 45' equals 1395 sq. ft. At 35 sq. ft. per child, the capacity of this room is 40. Program director, Ms. Jessica Pasienza, requested to reduce the capacity to 25. The capacity of this room is 25.

**Room 1 Wiggles Room** (ages 18 months through 30 months)– This room measures 31' x 28' equals 868 sq. ft. At 50 sq. ft. per child, the capacity of this room is 17. Per the center's request, the capacity of this room will be reduced to 12.

**Room 2 Darling Ducks Room** (ages birth through 18 months) – This room measures 31' x 28' equals 868 sq. ft. At 50 sq. ft. per child, the capacity of this room is 17. Per the center's request, the capacity of this room will be reduced to 12.

**Room 3 Busy Bees Room** (ages 2 years old through 3 ½ years old) – This room measures 31' x 28' equals 868 sq. ft. At 35 sq. ft. per child, the capacity of this room is 25. At 50 sq. ft. per child, the capacity of this room is 17.

When combining age groups of children, the child care staff member-to-child ratio and group size for the youngest child applies. Program director, Ms. Jessica Terberg, requested to reduce the capacity to 16. The capacity of this room is 16.

**Room 4 Tiny Tadpoles Room** (birth through 1 ½ years old) – This room measures 31' x 28' equals 868 sq. ft. At 50 sq. ft. per child, the capacity of this room is 17. Program director, Ms. Jessica Terberg, requested to reduce the capacity to 12. The capacity of this room is 12.

**Room 5 Fireflies Room** (ages 3 years old through 5 years old) – This room measures 31' x 28' equals 868 sq. ft. At 35 sq. ft. per child, the capacity of this room is 25. Program director, Ms. Jessica Pasienza, requested to reduce the capacity to 20. The capacity of this room is 20.

**Room 6 Fearless Foxes Room** (ages 3 years old through 4 years old) – This room measures 31' x 28' equals 868 sq. ft. At 35 sq. ft. per child, the capacity of this room is 25. Program director, Ms. Jessica Pasienza, requested to reduce the capacity to 20. The capacity of this room is 20.

**Room 7 Preschool/School-Age** (ages 3 years old through 12 years old) – This room measures 28' x 23' equals 644 sq. ft. At 35 sq. ft. per child, the capacity of this room is 18. This room will be used for preschool-age children during normal hours of operation. This room will also be used for before and after school age child care.

**Room 8 Preschool/School-Age** (ages 3 years old through 12 years old) – This room measures 31' x 28' equals 868 sq. ft. At 35 sq. ft. per child, the capacity of this room is 25. This room will be used for preschool-age children during normal hours of operation. This room will also be used for before and after school age child care.

**Room 9 Preschool/School-Age** (ages 3 years old through 12 years old) – This room measures 31' x 28' equals 868 sq. ft. At 35 sq. ft. per child, the capacity of this room is 25. This room will be used for preschool-age children during normal hours of operation. This room will also be used for before and after school age child care.

**Room 10 Preschool/School-Age** (ages 3 years old through 12 years old) – This room measures 31' x 28' equals 868 sq. ft. At 35 sq. ft. per child, the capacity of this room is 25. This room will be used for preschool-age children during normal hours of operation. This room will also be used for before and after school age child care.

**The Gymnasium** (ages birth through 12 years old) is divided in the middle to provide two separate spaces. Each space is measured at 28.83 x 37.25 for a total

of 1074 sq. ft. At 35 sq. ft. per child, the capacity of each space is 31 children for children ages preschool through 12 years old. At 50 sq. ft. per child, the capacity of each space is 22 children for children ages birth through toddler age. *The square footage of this room is not included in the total capacity.*

**Please note:**

- (1) Infants and toddler, birth until 30 months of age has a ratio of 1 child care staff member to 4 children, with a maximum group size of 12.
- (2) Preschoolers, 30 months of age until 3 years of age, has a ratio of 1 child care staff member to 8 children, with a maximum group size of 16.
- (3) Preschoolers, 3 years of age until 4 years of age, has a ratio of 1 child care staff member to 10 children, with a maximum group size of 30.
- (4) Preschoolers, 4 years until school age, has a ratio of 1 child care staff member to 12 children, with a maximum group size of 36.
- (5) School-agers has a ratio of 1 child care staff member to 18 children, with a maximum group size of 36.

If there are children of mixed ages in the same room or well defined space, then the ratio and group size are determined by the age of the youngest child, unless each group of children is clearly separated and the appropriate child care staff member to child ratios and group sizes, if applicable.

**The total capacity of the child care center is 210. Therefore, the total capacity in the center at any one time cannot exceed 210 children.**

Each classroom in this facility has a restroom. There are 18 sinks and 20 toilets which is adequate for the capacity of 257.

A playground inspection was completed on 6/13/2016 by Matt Campanella, NPSI 23579-0317 with Sinclair Recreation, LLC.

A lead hazard risk assessment was completed on 09/07/2010 and 9/09/2010 by Nova Environmental, Inc. No lead-based paint hazards were found in the child care center.

**V. Recommendation**

I recommend approving the new measurements for the gymnasium to comply with the new group size and removing the summer school-age program and before and after school latchkey program.

Please note: The capacity of the license decreased from 257 to 210.



07/26/2022

---

Thanh Biehl  
Licensing Consultant

Date