



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

June 6, 2023

Kimberly Pavlock
Holy Spirit Catholic Church
9565 Musch Rd.
Brighton, MI 48116

RE: License #: DC470392841
Holy Spirit Roman Catholic School
9565 Musch Road
Brighton, MI 48116

Dear Ms. Pavlock:

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 30837
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 #:	DC470392841
Licensee Name:	Holy Spirit Catholic Church
Licensee Address:	9565 Musch Rd. Brighton, MI 48116
Licensee Telephone #:	(810) 900-9050
Administrator/Licensee Designee:	Kimberly Pavlock, Designee
Name of Facility:	Holy Spirit Roman Catholic School
Facility Address:	9565 Musch Road Brighton, MI 48116
Facility Telephone #:	(810) 900-9050
Capacity:	36
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On May 23, 2023, licensee designee, Ms. Kimberly Pavlock, submitted a modification request form to:

- Increase the capacity from 29 to 36.
- Remove the preschool component.
- Add an after- school school-age program.

Please note, due to the maximum group size requirements, the Activity Room and Chapel have been capped at 36 children.

III. Methodology

08/22/2019 Contact document received – Playground Inspection

A playground inspection was completed on 08/22/2019 by Victoria Campbell with Penchura LLC, Certification #39683-1020.

02/25/2022 Inspection Completed- Fire Safety: BCAL 5043 Cert of School Building

03/16/2022 Inspection Completed-Env. Health: A

05/23/2023 Contact document received- Modification Request

05/23/2023 Inspection Completed On-site

IV. Description of Findings and Conclusions

The terms of the original license have been modified on October 15, 2019, October 28, 2019, June 4, 2020, October 23, 2020, August 20, 2021, and June 6, 2023.

- October 15, 2019 – On October 14, 2019, Ms. Beth Flack, interim principal, submitted a modification request form to add the new playground.
- October 28, 2019 - On October 16, 2019, interim principal, Ms. Beth Flack, submitted a modification request form to change the hours and days of operation from Monday, Wednesday, and Friday from 8:00 A.M. – 3:10 P.M. to Monday, Wednesday, Thursday from 7:55 A.M.- 3:10 P.M.
- June 4, 2020- On June 3, 2020, licensee designee, Ms. Gwenis Laura, submitted a modification request form to change the hours of operation to Monday through Thursday from 8:00 A.M. to 3:00 P.M.

- October 23, 2020 – On October 22, 2020, licensee designee, Ms. Gwenis Laura, submitted a modification request form to add the sick/isolation room as approved space for the children in care.
- August 20, 2021- On August 17, 2021, licensee designee, Ms. Gwenis Laura, submitted a modification request form to change the hours of operation. The current hour of operation is from Monday through Thursday, 8:00 A.M. - 6:00 P.M. and on Friday from 3:00 P.M. to 6:00 P.M. The new hour of operation is Monday through Thursday from 7:55 A.M. to 3:05 P.M.
- May 23, 2023 - On May 23, 2023, licensee designee, Ms. Kimberly Pavlock, submitted a modification request form to: Increase the capacity from 29 to 36. Remove the preschool component. Add an after-school school-age program. Please note, due to the maximum group size requirements, the Activity Room and Chapel have been capped at 36 children.

The child care center is located in Holy Spirit Roman Catholic School in Brighton, MI. The program offers an after-school care for children ages 5 years through 12 years old. The after-school program operates Monday through Friday from 3:00 p.m. – 6:00 p.m., schoolyear only.

The approved space is as follows:

- Classroom #105 is measured at $25.083 \times 25.666 = 643.63$ sq. ft. At 35 square feet per child, the capacity of this room is 18 children.
- Classroom #106 is measured at $28.333 \times 22.583 = 639.78$ sq. ft. At 35 square feet per child, the capacity of this room is 18 children.
- Classroom #108 is measured at $29.333 \times 18.75 = 549.99$ sq. ft. plus $5.916 \times 17.25 = 102.05$ sq. ft. for a total of 652.04 sq. ft. At 35 square feet per child, the capacity of this room is 19 children.
- Classroom #107 is measured at $26.5 \times 27.5 = 728.75$ sq. ft. At 35 square feet per child, the capacity of this room is 21 children.
- Classroom #114 is measured at $27.0 \times 23.666 = 638.98$ sq. ft. At 35 square feet per child, the capacity of this room is 18 children.
- Classroom #116 (formerly preschool) is measured at $25.166 \times 14.0 = 352.32$ sq. ft. At 35 square feet per child, the capacity of this room is 10 children.
- Activity Room is located through two sets of double doors by Classroom #116. There is a kitchen in the activity room that is not used for child care use. The activity room is measured at $66.5 \times 51.166 = 3403.54$ sq. ft. plus

$33.583 \times 20.25 = 680.06$ sq. ft. plus $12.083 \times 16.666 = 201.38$ sq. ft. for a total of 4284.98 sq. ft. At 35 square feet per child, the capacity of this room is 122 children. Due to the maximum group size, the capacity of this room is 36 children.

- The Chapel is located by the main entrance of the church. The chapel is measured at approximately $51.833 \times 48.75 = 2526.86$ sq. ft. plus $44.75 \times 20.75 = 928.56$ sq. ft. plus $44.75 \times 20.75 = 928.56$ sq. ft. for a total of 4383.98 sq. ft. At 35 square feet per child, the capacity of this room is 125 children. Due to the maximum group size, the capacity of this room is 36 children. The square footage from this room is excluded from the total capacity.
- Sick/Isolation Room is located in the main office. The sick/isolation room is measured approximately $6'0" \times 6'0" = 36$ sq. ft. At 35 square feet per child, the capacity of this room is 1 child. The square footage from this room is excluded from the total capacity.

Although the room capacity exceeds the licensed capacity, the licensee designee has requested to maintain the capacity at 36 children. The capacity of the center at any one time cannot exceed 36 children.

There is a total of one urinal, nine hand washing sinks and six toilets:

- Classroom #108 - There is one hand washing sink in the room. There is also a bathroom with one hand washing sink with one toilet.
- Classroom #107 - There is one hand washing sink in the room.
- Classroom #114 – There is one hand washing sink in the room.
- Classroom #116 – There is one hand washing sink in the room.
- In the hallway, across from Classroom #116, there are boy's and girl's bathrooms. In the girl's bathroom, there are two hand washing sinks and three toilets. In the boy's bathroom, there are two hand washing sinks, one urinal and two toilets.

The playground is located behind the building. The child care center has an open field that is partially fenced. There are no water hazards near the child care center. The center purchased playground equipment for the preschool-age and school-age children. The tot swing and smaller composite structure are approved for children ages 2 years through 5 years old. The seesaw, swing set and spinners are approved for children ages 2 years through 12 years old. The turning bars, parallel bars, drop shot and larger composite structure are approved for children ages 5 years through 12 years old.

A playground inspection was completed on 08/22/2019 by Victoria Campbell with Penchura LLC, Certification #39683-1020.

The building was built in 2015. A lead hazard risk assessment is not required.

V. Recommendation

I recommend approving the following:

- Increasing the capacity from 29 to 36.
- Removing the preschool component.
- Adding an after-school school-age program.



06/06/2023

Thanh Biehl
Licensing Consultant

Date