



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 7, 2022

Erin Matts  
St. Mary Cathedral School  
321 N. Otsego Ave.  
Gaylord, MI 49735

RE: License #: DC690268385  
**St. Mary Elementary Preschool/After School Academy**  
**321 N Otsego Ave**  
**Gaylord, MI 49735**

Dear Ms. Matts:

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 (866) 865-0006.

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

Sincerely,

A handwritten signature in black ink that reads "Cheree Riley". The signature is enclosed in a rectangular box with a thick black border.

Cheree Riley, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(989) 619-1651

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>	DC690268385
<b>Licensee Name:</b>	St. Mary Cathedral School
<b>Licensee Address:</b>	321 N. Otsego Gaylord, MI 49735
<b>Licensee Telephone #:</b>	(989) 732-5801
<b>Administrator/Licensee Designee:</b>	Erin Matts, Designee
<b>Name of Facility:</b>	St. Mary Elementary Preschool/After School Academy
<b>Facility Address:</b>	321 N Otsego Ave Gaylord, MI 49735
<b>Facility Telephone #:</b>	(989) 732-5801
<b>Capacity:</b>	89
<b>Program Type:</b>	CHILD CARE CENTER

## **II. Purpose of Addendum**

On 09/07/2022 Licensee designee Erin Matts requested that the library be approved as child use space. This space was previously approved but a wall has been constructed to separate the space.

## **III. Methodology**

08/31/2022 Inspection Completed On-site

09/07/2022 Modification Request Received

## **IV. Description of Findings and Conclusions**

The terms of the original license have been modified on 02/07/2006, 10/23/2006, 04/21/2009, 09/30/2009, 04/01/2013, 06/06/2017, 09/07/2017, 10/16/2020, 08/17/2021 and 09/07/2022.

The high school library is located in the middle school/high school wing at St. Mary Cathedral School. This room measures 24 feet by 33 feet, minus 18 feet by 8 feet (desk/office) and 12 feet by 2 feet (book shelf) of unusable space, providing a total of 624 square feet. This is adequate space for 18 children, age 3 years through 12 years. This room was not used in determining the center's total capacity. The children will use the approved restrooms located in their classroom. Caregivers' will escort children to these restrooms due to the distance from the classroom.

The after-school academy will be housed in the high school computer lab/library. This accommodates the requested capacity of 18 children, age 3 years through 12 years. There is a variety of developmentally appropriate equipment and supplies for the requested capacity and age range. There are restrooms located in the elementary hallway. The girls' restroom has four toilets and three sinks. The boys' restroom has two toilets, three urinals and three sinks. This supports the center's capacity. The preschool children will be escorted to the restroom located in elementary classroom 14.

The preschool classrooms do not operate the same time as the after-school academy. The following classrooms have been previously approved and are in current use by the licensee:

Elementary classroom 14 is a young fives preschool program. It is located in the elementary wing at St. Mary Cathedral School. The classroom measures 30f ft. by 26.8 ft., providing a total of 804 square feet. This accommodates the requested capacity of 23 children, age 3 years through 6 years, based on 35 square feet per child. There is a variety of developmentally appropriate equipment and supplies for

the requested capacity and age range. They will operate Monday through Friday 3 7:50 am to 2:50 pm. They will offer lunch provided by Gaylord Community Schools. As children are in care more than 5 hours mats are available for children to rest or nap. There are two toilets and one sink located in the classroom. There are additional approved restrooms located in the elementary hallway. Caregivers' will escort children to these restrooms due to the distance from the classroom.

Elementary classroom 15 is a three year-old preschool program. It is located in the elementary wing at St. Mary Cathedral School. The classroom measures 30 ft. by 26.8 ft., providing a total of 804 square feet. This accommodates the requested capacity of 23 children, age 3 years through 6 years, based on 35 square feet per child. There is a variety of developmentally appropriate equipment and supplies for the requested capacity and age range. They will operate Monday through Friday 7:50 am to 2:50 pm. They will offer lunch provided by Gaylord Community Schools. As children are in care more than 5 hours mats are available for children to rest or nap. There are two toilets and one sink located in the classroom. There are additional approved restrooms located in the elementary hallway. Caregivers' will escort children to these restrooms due to the distance from the classroom.

Elementary classroom 13 is a young fives preschool program and is located in the elementary wing at St. Mary Cathedral School. The classroom measures 30 ft. by 26.8 ft., providing a total of 804 square feet. This accommodates the requested capacity of 23 children, age 3 years through 6 years, based on 35 square feet per child. There is a variety of developmentally appropriate equipment and supplies for the requested capacity and age range. They will operate Monday through Friday 7:50 am to 2:50 pm. They will offer lunch provided by Gaylord Community Schools. As children are in care more than 5 hours mats are available for children to rest or nap. There are two toilets and one sink located in the classroom. There are additional approved restrooms located in the elementary hallway. Caregivers' will escort children to these restrooms due to the distance from the classroom.

Elementary classroom 11 is a young fives preschool program. It is located in the elementary wing at St. Mary Cathedral School. The classroom measures 30 ft. by 26.8 ft., providing a total of 804 square feet. This accommodates the requested capacity of 20 children, age 3 years through 6 years, based on 35 square feet per child. There is a variety of developmentally appropriate equipment and supplies for the requested capacity and age range. They will operate Monday through Friday 7:50 am to 2:50 pm. They will offer lunch provided by Gaylord Community Schools. As children are in care more than 5 hours mats are available for children to rest or nap. There are two toilets and one sink located in the classroom. There are additional approved restrooms located in the elementary hallway. Caregivers' will escort children to these restrooms due to the distance from the classroom.

The elementary cafeteria is located in the elementary wing at St. Mary Cathedral School. The room measures 58 ft. by 54 ft., providing a total of 3132 square feet. This is adequate space for the requested capacity of 69 children, age 3 years

through 12 years. This room was not used in determining the center's total capacity. The children will use the approved restrooms located in the elementary hallway or their classroom. Caregivers' will escort children to these restrooms due to the distance from the classroom.

The high school art classroom 16 is located in the middle school/high school wing at St. Mary Cathedral School. This room measures 30.5 ft. by 24.3 ft., providing a total of 741.2 square feet. This is adequate space for 21 children, age 3 years through 12 years. This room was not used in determining the center's total capacity. The children will use the approved restrooms located in their classroom. Caregivers' will escort children to these restrooms due to the distance from the classroom.

The high school multi-purpose classroom 32 is located in the middle school/high school wing at St. Mary Cathedral School. This room measures 94 ft. by 56.5 ft., providing a total of 5311 square feet. This is adequate space for the requested capacity of 69 children, age 3 years through 12 years. This room was not used in determining the center's total capacity. The children will use the approved restrooms located in their classroom. Caregivers' will escort children to these restrooms due to the distance from the classroom. The high school music classroom 32 is located in the middle school/high school wing at St. Mary Cathedral School. This room measures 29 ft. by 28.2 ft., providing a total of 817.8 square feet. This is adequate space for 23 children, age 3 years through 12 years. This room was not used in determining the center's total capacity. The children will use the approved restrooms located in their classroom. Caregivers' will escort children to these restrooms due to the distance from the classroom.

The title 1 room is located in the elementary wing at St. Mary Cathedral School. The room measures 11 ft. by 10.5 ft., providing a total of 115.5 square feet. This is adequate for 3 children age 3 years through 12 years. This room will be used as a place for sick kids to wait until they can be picked up. This room was not used in determining the center's total capacity. There are approved restrooms located in the elementary hallway. Caregivers' will escort children to these restrooms due to the distance from the classroom.

A lead risk assessment was completed on 03/27/2017 and included the following: elementary classroom 13, elementary classroom, 14, elementary classroom 15, elementary classroom 5, elementary cafeteria, high school computer lab/library, high school art classroom 16, high school multi-purpose classroom 32, elementary boys' restroom, elementary girls' restroom and playground. No lead hazards were found.

A lead risk assessment was completed on 06/08/2017 and included the following: elementary classroom 9, elementary classroom 11, elementary classroom 12, and high school gym. No lead hazards were found. 5 A lead risk assessment was

completed on 09/30/2020 and included the title 1 room. No lead hazards were found.

**V. Recommendation**

I recommend library be approved as child use space. This is adequate space for 18 children, age 3 years through 12 years.



09/07/2022

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Cheree Riley  
Licensing Consultant

Date