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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 30, 2023

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

RE: License #: DC720406134
**NMCAA Early HS Learning Center-HL
Suites 3 & 4
3225 W. Houghton Lake Dr.
Houghton Lake, MI 48629**

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 (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 "Dana M. Hart".

Dana M. Hart, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(517) 388-4625

Enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC720406134
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 Early HS Learning Center-HL
Facility Address:	Suites 3 & 4 3225 W. Houghton Lake Dr. Houghton Lake, MI 48629
Facility Telephone #:	(989) 202-4623
Capacity:	18
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 03/23/2023, licensee designee Ms. Kaylee Lovejoy, requested the increase in **Classroom #1's** capacity from 8 to 9; an increase in **Classroom #2's** capacity from 8 to 9; and an overall increase in the center's capacity from 16 to 18 children ages birth through 3 years of age.

III. Methodology

03/23/2023 Modification Request Received

IV. Description of Findings and Conclusions

The terms of the original license have been modified on 03/30/2023.

The center is located in the south end of a commercial building in Houghton Lake. The center is comprised of two classrooms and occupies two connected suites in the building.

Approved space (room numbers, sizes, capacity and ages of children for which each room/well-defined space is approved, etc.):

Classroom #1: located on the north side of the building, measured 27 ft. x 29.3 ft. (791.1 sq. ft.), less an area of 6.6 ft. x 8.2 ft. (54.12 sq. ft.), providing a total of 737 square feet. Based on the 50 square feet per child, this accommodates the requested capacity of 9 children, ages birth through three years.

Classroom #2: located on the south side of the building, measured in three segments. The first segment measured 23.4 ft. x 11.9 ft. (278.46 sq. ft.); the second segment measured 16.1 ft. x 10.2 ft. (164.22 sq. ft.); and the third segment measured 17.7 ft. x 10.7 ft. (189.39 sq. ft.), providing a total of 632 square feet. Based on the 50 square feet per child, this accommodates the requested capacity of 9 children, ages birth through three years.

NOTE: licensee designee, Ms. Kaylee Lovejoy understands that the ratio of child care staff members to children is determined by the youngest child in the room. She also understands that there can only be as many infants in care as there are cribs available at any one time.

The total space is sufficient for a total center capacity of 18 children, ages birth through three years.

Equipment: The classrooms are furnished with an ample variety of developmentally appropriate toys and equipment for 18 children, ages birth through three years.

Number of sinks and toilets: There are three handwashing sinks and one toilet in each classroom available for use by the child care children. There is a hallway bathroom with one toilet and one sink. There is a food prep only sink located in the kitchen. There is a total of seven sinks and three toilets available for use. This supports the center capacity of 18 children, ages birth through three years.

Outdoor play area – location, fenced or not, water hazards: There is a fully fenced in outdoor play area to the immediate south of the building. The play area contains no elevated equipment and there are no water hazards.

NOTE: Houghton Lake is located across Highway M55 to the north of the building. The children will have no access to the lake and the play area is fully fenced in with the center, highway, and other buildings between the play area and the lake.

An environmental health inspection with an “A” rating was completed on 11/02/2020. A qualified fire inspection with an “A” rating was completed on 11/10/2020. The building was constructed in 1995; therefore, a lead hazard risk assessment is not required.

Terms:

The center is approved for a total capacity of 18 children, ages birth through three years.

The center will provide, prepare, serve all formula, meals, and snacks to the children in care. Parents can choose to provide breast milk, formula, or food upon arranged agreement with the center. The center does not offer swimming or transportation at this time.

V. Recommendation

I recommend an increase in **Classroom #1's** capacity from 8 to 9; an increase in **Classroom #2's** capacity from 8 to 9; and an overall increase in the center's capacity from 16 to 18 children ages birth through 3 years of age.



03/30/2023

Dana M. Hart
Licensing Consultant

Date