



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

February 23, 2021

Karen Lenaghan-Baughman
Shannon Phelps
Katherine Kwiatkowski
Northwest Michigan Community Action Agency Inc
3963 Three Mile Rd
Traverse City, MI 49686

RE: Application #: DC720406134
**NMCAA Early Head Start Learning Center-Houghton Lake
Suites 3 & 4
3225 W. Houghton Lake Dr.
Houghton Lake, MI 48629**

Dear Ms. Lenaghan-Baughman, Ms. Phelps, and Ms. Kwiatkowski:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and rules. Therefore, an original license with a maximum capacity of 16 is issued.

Please review the attached 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 (231) 922-5309.

Per MCL 722.113g, this report must be filed in your Licensing Notebook.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Vander Lugt".

Jennifer Vander Lugt, Licensing Consultant
BCHS/Child Care Licensing
Suite 11
701 S. Elmwood
Traverse City, MI 49684
(231) 342-2454

enclosure

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

I. IDENTIFYING INFORMATION

License #:	DC720406134
Applicant Name:	Northwest Michigan Community Action Agency Inc
Applicant Address:	3963 Three Mile Rd Traverse City, MI 49686
Applicant Telephone #:	(231) 947-3780
Licensee/Designee:	Katherine Kwiatkowski, Designee
Name of Facility:	NMCAA Early Head Start Learning Center- Houghton Lake
Facility Address:	Suites 3 & 4 3225 W. Houghton Lake Dr. Houghton Lake, MI 48629
Facility Telephone #:	(989) 202-4623 09/30/2020
Application Date:	
Capacity:	16
Program Type:	CHILD CARE CENTER

II. METHODOLOGY

09/30/2020	Enrollment
10/06/2020	Inspection Completed-Fire Safety: D Rated
11/02/2020	Inspection Completed-Environmental Health: A Rated
11/09/2020	Inspection Completed-Fire Safety: A Rated
01/05/2021	Inspection Completed On-site
02/04/2021	Inspection Completed On-site

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Description of Facility

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.):

The following rooms have been approved as child-use space and meet the 50 square feet per child requirement.

- Classroom #1 (Northside of building): This room measures 27 ft. X 29.3 ft., less an area of 6.6 ft. X 8.2 ft., providing a total of 737 sq. ft. This allows for the requested capacity of 8 children ages birth-3 years. Ms. Kwiatkowski understands that the ratio of child care staff members to children is determined by the youngest child in the room.
- Classroom #2 (Southside of building): This room was measured in three segments. The first segment measures 23.4 ft. X 11.9 ft., the second segment measures 16.1 ft. X 10.2 ft, and the third segment measures 17.7 ft. X 10.7 ft., providing a total of 632 sq. ft. This allows for the requested capacity of 8 children ages birth-3 years. Ms. Kwiatkowski understands that the ratio of child care staff members to children is determined by the youngest child in the room.

Note: Ms. Kwiatkowski understands that there can only be as many infants in care as there are cribs available at any one time.

Equipment: The center is furnished with an ample variety of developmentally appropriate toys and equipment for 16 children ages birth-3 years.

Number of sinks and toilets: There are two handwashing sinks and one toilet in each classroom available to children. There is a hallway bathroom with one toilet and one sink. There is a total of five sinks and three toilets available to children. This supports the center capacity of 16 children.

Outdoor play area - location, fenced or not, water hazards: There is a fully fenced 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 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 with the center, highway, and other buildings between the play area and the lake.

Documentation if a lead hazard risk assessment was required and the results: The building was constructed in 1995. Therefore, a lead hazard risk assessment is not required.

Documentation of playground safety: The outdoor play area does not contain any installed equipment. Therefore, documentation of playground safety is not required.

B. Program Description

Ages of children served: The center offers Early Head Start infant/toddler programming to children birth-three years of age.

Proposed days and hours of operation: The center will operate from 8:30am-2:30pm Monday-Friday.

Full or part time (AM or PM sessions or both): The center offers care from 8:30am-2:30pm Monday-Friday.

Other program components - transportation, swimming, food service: 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.

Name of program director and under what rules the program director is qualified: Ms. Michelle Maxwell is the approved program director under R400.8113(7)(d) & (9). Ms. Maxwell has an Associate of Applied Science degree with a major in Early Childhood Education from Baker College.

Is there a central administrator that meets the administrative requirement? Ms. Katherine Kwiatkowski is the approved central administrator.

Explanation of variance(s), if any: There are no variances.

C. Rule/Statutory Violations

This facility is determined to be in substantial compliance with applicable licensing statutes and rules.

IV. RECOMMENDATION

I recommend the issuance of an original license to this center.

Jennifer Vander Lugt

February 23, 2021

Jennifer Vander Lugt
Licensing Consultant

Date

Approved By:

Candice Case-French

February 23, 2021

Candice Case-French
Area Manager

Date