



RICK SNYDER  
GOVERNOR

State of Michigan  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



MAURA D. CORRIGAN  
DIRECTOR

August 9, 2011

Kathleen Conroy  
Childtime Child Care Inc  
Suite 300  
21333 Haggerty Road  
Novi, MI 48375

RE: License #: DC410294545  
Childtime Learning Center #0636  
1901 E. Paris  
Kentwood, MI 49546

Dear Ms. Conroy:

Attached is the Addendum to the Original Licensing Study Report for the above referenced facility.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact the local office at (616) 356-0100.

Per MCL 722.113g, a copy of this addendum report must be placed in your licensing notebook.

Sincerely,

Jaime Byerly, Licensing Consultant  
Bureau of Children and Adult Licensing  
Unit 13, 7th Floor  
350 Ottawa, N.W.  
Grand Rapids, MI 49503  
(616) 356-0587

enclosure

**MICHIGAN DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING  
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** DC410294545

**Licensee Name:** Childtime Child Care Inc

**Licensee Address:** Suite 300  
21333 Haggerty Road  
Novi, MI 48375

**Licensee Telephone #:** (248) 697-9106

**Administrator/Licensee Designee:** Kathleen Conroy, Administrator

**Name of Facility:** Childtime Learning Center #0636

**Facility Address:** 1901 E. Paris  
Kentwood, MI 49546

**Facility Telephone #:** (616) 975-1955

**Capacity:** 90

**Program Type:** CHILD CARE CENTER

## **II. Purpose of Addendum**

Program director Tracy Vu submitted a written modification request for change in use space and change in center hours of operation.

## **III. Methodology**

6/29/2011 – Written modification request received

7/6/2011 – Inspection completed onsite

7/18/2011 – Phone call made to Tracy Vu re: modification

8/2/2011 – Phone call from Tracy Vu re: modification

8/9/2011 – Inspection completed onsite

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

The center has proposed that the Pre-K room no longer be used as a classroom. The Pre-K (four and five year old) children will be housed in the former Toddler 2 room. To accommodate this, the two year old children and three year old children will be grouped together in the Toddler 3 room.

The Toddler 3 room was previously licensed for 18 children over the age of 2 ½. Due to the change in age range, the capacity of this room will be decreased. The room measures approximately 26 feet by 23.5 feet, or approximately 611 square feet. This will accommodate 12 children under the age of 2 ½ at any one time.

The Toddler 2 room was previously licensed for 12 children under the age of 2 ½. Due to the change in age range in the room, the room will now be licensed for 17 children over the age of 2 1/2. The room measures approximately 20 feet by 28 feet plus 6 feet by 8 feet for a total of approximately 608 square feet.

The former Pre-K room will be used as an all-purpose room. There is sufficient square footage in the room for up to 21 children over the age of 2 ½ to use for activities; however, if this room is used as a classroom in addition to the other rooms, the capacity will be limited to 13 children over the age of 2 ½. The total capacity of the center cannot exceed 90 children due to the number of toilets and hand washing sinks available.

The center has also requested a change in the hours of operation. They will now open at 6:30 a.m. instead of 7:00 a.m.

**V. Recommendation**

I recommend that this modification request be approved.



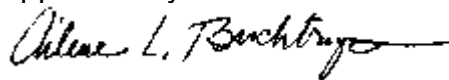
8/9/2011

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Jaime Byerly  
Licensing Consultant

Date

Approved By:



8/15/2011

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Ailene Buchtrup  
Area Manager

Date