



RICK SNYDER  
GOVERNOR

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



MAURA D. CORRIGAN  
DIRECTOR

September 21, 2011

John Stephenson  
Northwest Michigan Community Action Agency Inc  
3963 Three Mile Rd  
Traverse City, MI 49686

RE: Application #: DC100314873  
NMCAA Preschool - Platte River  
11434 Main Street  
Honor, MI 49640

Dear Mr. Stephenson:

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, a provisional license with a maximum capacity of 40 is issued.

Please review the attached 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 (231) 922-5309.

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

Sincerely,

Dorene Radke-Boyd, Licensing Consultant  
Bureau of Children and Adult Licensing  
Suite 11  
701 S. Elmwood  
Traverse City, MI 49684  
(231) 922-5304

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** DC100314873

**Applicant Name:** Northwest Michigan Community Action Agency Inc

**Applicant Address:** 3963 Three Mile Rd  
Traverse City, MI 49686

**Applicant Telephone #:** (231) 947-3780

**Administrator/Licensee Designee:** John Stephenson, Administrator  
John Stephenson, Designee

**Name of Facility:** NMCAA Preschool - Platte River

**Facility Address:** 11434 Main Street  
Honor, MI 49640

**Facility Telephone #:** (231) 325-3063  
08/09/2011

**Application Date:**

**Capacity:** 40

**Program Type:** CHILD CARE CENTER

## II. METHODOLOGY

08/02/2011	Inspection Completed-Env. Health : A
08/09/2011	Enrollment
08/30/2011	Inspection Completed-Fire Safety : A Statement signed by superintendent
09/15/2011	Application Complete/On-site Needed
09/19/2011	Inspection Completed On-site
09/20/2011	Contact - Document Received Letter received from the licensee regarding a previously issued variance.

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Description of Facility

The program is located in the Platte River Elementary School of the Benzie County Central Schools.

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

The two classrooms to be used by this program are classrooms #16 and #17.

Classroom #16 has 841 square feet of approved activity space (29 feet wide and 29 feet long). This is adequate space for a requested licensed capacity of 20 children, 2 ½ through 5 years of age.

Classroom #17 has 841 square feet of approved activity space (29 feet wide and 29 feet long.) This is adequate space for a requested licensed capacity of 20 children, 2 1/1 through 5 years of age.

#### **Equipment:**

The equipment for both classrooms was moved from their previous location. Both classrooms have more than enough developmentally appropriate equipment for 20 preschool children. The equipment represents all of the developmental areas and is in good condition.

There are 20 cots in each classroom for afternoon rest time.

**Number of sinks and toilets:**

Both classroom #16 and #17 have a sink in them. The girls' restroom is located directly next to both classrooms. This restroom has 7 toilets and 3 sinks. The boys' restroom is located across the hall from both classrooms. This restroom has 8 toilets and 3 sinks.

**Outdoor play area - location, fenced or not, water hazards:**

The outdoor play area is located behind the school building and is unfenced. There is a separate play area with structures for young children.

**Documentation if a lead assessment was required and the results:**

A lead-based assessment was conducted on 8/2/2011 and the report was completed on 8/10/2011. The report stated that the "results of this assessment indicate that lead-based paint hazards are not present on the property."

**Documentation of playground safety:**

The playground was inspected by qualified playground inspector Lee Carpenter on 9/15/2011. The report is on file and indicates a composite structure and three swing sets are approved for children from 2 to 12 years of age.

**B. Program Description****Ages of children served:**

The children served are from 3 through 5 years of age in the Head Start classroom. The children are primarily 4 years of age in the Great Start Readiness (GSRP) classroom.

**Proposed days and hours of operation:**

Both classrooms will operate from 8:30 AM to 3:30 PM, Monday through Thursday.

**Full or part time (AM or PM sessions or both):**

Both classrooms will operate "full time" with children attending from 8:30 AM to 3:30 PM.

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

Transportation will not be provided by the licensee. Field trips may be planned at a later date.

Breakfast, lunch and an afternoon snack will provided for the children in both classrooms. The food will come from the school cafeteria.

**Name of program director and under what rule the program director is qualified. Document how the center meets the administrative requirement if a variance was granted.**

The program director of the Head Start classroom is Amber Wilson. Ms. Wilson was previously approved as program director. She has a Bachelor of Science degree in Education from Central Michigan University with a minor in child development. She qualifies as a program director under Administrative Rule 400.5103(3)(4).

The program director of the GSRP classroom is Frederick (Mike) Vincent. Mr. Vincent has Bachelor of Science degree in Education from Central Michigan University with a ZA endorsement. He qualifies as a program director under Administrative Rule 400.5103(3).

**Explanation of variance(s), if any:**

Mr. Vincent does not have child care administration credits or CEUs and a variance was granted regarding Administrative Rule R 400.5103(4) at this program's previous location. The licensee sent a letter requesting that the previous variance for Mr. Vincent be "carried over" to this new location, as both Mr. Vincent and the individual responsible for the administrative responsibilities remain unchanged.

**C. Rule/Statutory Violations**

There are no rule violations.

**IV. RECOMMENDATION**

I recommend issuance of a provisional license to this child care center.

*Dorene Radke-Boyd*

September 21, 2011

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Dorene Radke-Boyd  
Licensing Consultant

Date

Approved By:

*Jackie Horton*

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Jackie Horton  
Area Manager

September 21, 2011