



RICK SNYDER  
GOVERNOR

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



MAURA D. CORRIGAN  
DIRECTOR

November 20, 2012

Mary Cunningham-DeLuca  
Community Action Agency  
1214 Greenwood Ave  
Jackson, MI 49203

RE: Application #: DC380326902  
Frost Elementary School  
1226 S. Wisner  
Jackson, MI 49203

Dear Ms. Cunningham-DeLuca:

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 32 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 (517) 241-2585.

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

Sincerely,

Chandra Betts, Licensing Consultant  
Bureau of Children and Adult Licensing  
301 E. Louis Glick Hwy  
Jackson, MI 49201  
(517) 262-9451

enclosure

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

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC380326902
<b>Applicant Name:</b>	Community Action Agency
<b>Applicant Address:</b>	1214 Greenwood Ave Jackson, MI 49203
<b>Applicant Telephone #:</b>	(517) 784-4800
<b>Administrator/Licensee Designee:</b>	Mary Cunningham-DeLuca, Designee
<b>Name of Facility:</b>	Frost Elementary School
<b>Facility Address:</b>	1226 S. Wisner Jackson, MI 49203
<b>Facility Telephone #:</b>	(517) 841-2161 06/20/2012
<b>Application Date:</b>	
<b>Capacity:</b>	32
<b>Program Type:</b>	CHILD CARE CENTER

## II. METHODOLOGY

08/18/2010	Inspection Completed-Fire Safety : A
06/20/2012	Enrollment
06/22/2012	Contact - Document Sent Rules & Act booklets
07/09/2012	Application Incomplete Letter Sent
08/21/2012	Inspection Completed-Env. Health : A
09/11/2012	Inspection Completed On-site
09/11/2012	Inspection Completed-BCAL Full Compliance
10/16/2012	Contact - Document Received

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Description of Facility

#### Approved space:

- **Room 28:** 19.5 ft. x 44.75 ft. – (5.7 ft. x 3 ft.) = 856 sq. ft.  
This room can accommodate 24 children ages 3-5 years.
- **Room 29:** 19.9 ft. x 53.5 ft. – (5.8 ft. x 3 ft.) = 1047 sq. ft.  
This room can accommodate 30 children ages 3-5 years.

Room 28 has sufficient space to accommodate the center's requested capacity of 16 children. Room 29 also has sufficient space to accommodate the center's requested capacity of 16 children. This equals a total capacity of 32 children, ages 3-5 years old.

The total capacity for the entire center at any one time is 32 children.

The center will also utilize the gymnasium as additional child use space. The gymnasium's square footage was not used in determining the center's capacity. The gymnasium measures 103.5 ft. x 74 ft. which equals a total of 7659 sq. ft. This is more than enough space to support the center's proposed capacity of 32 children.

**Equipment:** There is a sufficient amount of developmentally appropriate play and learning equipment and materials for the requested capacity of 32 children.

**Number of sinks and toilets:** There are a total of four sinks and four toilets available for use throughout the center. This is enough to accommodate the number of children in the center's licensed capacity.

**Outdoor play area -** The outdoor play area is partially fenced and located at the side of the building. The outdoor play area exceeds the minimum square footage requirement for outdoor play space. There are no water hazards in or near the outdoor play area.

**Documentation if a lead assessment was required and the results:** The center was constructed prior to 1978 therefore a lead risk assessment was completed on 7/17/2008. No hazards were found during the lead risk assessment.

**Documentation of playground safety:** The outdoor play area does not contain playground equipment; therefore, a playground safety inspection was not required.

## **B. Program Description**

**Ages of children served:** The program will serve children ages 3-5 years.

**Proposed days and hours of operation:** The program will operate Tuesday through Friday from 8:36 a.m. to 3:35 p.m. through the school year.

**Full or part time:** The center will provide a full day Head Start program on Tuesdays, Wednesdays, Thursdays, and Fridays from 8:36 a.m. to 3:35 p.m.

**Other program components:** School busses are used to transport the children to the center and home. Breakfast, lunch, and snacks are provided by the center. The food is prepared in the licensed kitchen at Lincoln Elementary School. The program does not offer swimming.

### **Name of program director and under what rule the program director is qualified.**

Ms. Alexandria Sudborough is the approved program director under licensing rule R400.5103(3)(b). Ms. Sudborough has completed a Bachelor of Arts degree with a Major in Language Arts in Elementary Education, and a concentration in Early Childhood Education. Ms. Sudborough has completed at least 18 semester hours in Early Childhood Education and Child Development. She has over 480 hours of work experience.

**Explanation of variance(s), if any:** The center has requested a variance for licensing rule R400.5103(4), as Ms. Sudborough has not completed the required training in child care administration. The center has employed Ms. Jaqueline Barber to manage the administrative tasks of the center. Ms. Barber has completed the required administrative training.

**C. Rule/Statutory Violations**

There were no rule violations.

**IV. RECOMMENDATION**

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

*Chandra Betts*

10/31/2012

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Chandra Betts  
Licensing Consultant

Date

Approved By:

*Ailene L. Buchtrup*

11/5/2012

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Ailene Buchtrup  
Area Manager

Date