



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF HEALTH CARE SERVICES

MIKE ZIMMER  
DIRECTOR

May 20, 2015

Sandra Ludwig  
Manistee Area Public Schools  
550 Maple Street  
Manistee, MI 49660

RE: License #: DC510314680  
MAPS Preschool  
1309 Madison Road  
Manistee, MI 49660

Dear Mrs. Ludwig:

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 (231) 922-5309.

Per MCL 722.113g, this report must be filed in your licensing notebook.

Sincerely,

A handwritten signature in black ink that reads "Beverly McSauby".

Beverly McSauby, Licensing Consultant  
Bureau of Children and Adult Licensing  
Suite 11  
701 S. Elmwood  
Traverse City, MI 49684  
(231) 342-4937

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF CHILDREN AND ADULT LICENSING  
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

**License #:** DC510314680

**Licensee Name:** Manistee Area Public Schools

**Licensee Address:** 550 Maple Street  
Manistee, MI 49660

**Licensee Telephone #:** (231) 723-3521

**Administrator/Licensee Designee:** Sandra Ludwig, Designee

**Name of Facility:** MAPS Preschool

**Facility Address:** 1309 Madison Road  
Manistee, MI 49660

**Facility Telephone #:** (231) 723-5212

**Capacity:** 20

**Program Type:** CHILD CARE CENTER

**II. Purpose of Addendum**

The department received a request from Licensee, Ms. Ludwig, to add an after school program, a summer program and to take school age children in the after school and summer programs.

**III. Methodology**

05/05/2015      Modification request received.

01/22/2014      Certification of School Building Fire Safety Provisions received.

08/30/3011      Environmental Health Inspection completed: A (municipal warer, private septic)

05/19/2015      Inspection completed on site.

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

Currently, the MAPS preschool program operates two half day preschool sessions Monday through Friday They requested that the license be modified by adding an after school program for school age children and a summer camp. As such, they would also need to have two more rooms approved.

On 05/19/2015 I conducted an onsite inspection in response to the modification request. The inspection findings include the following:

Preschool room – (35' x 25' = 875 square feet) currently approved for 26 children ages' 2 ½ year and older.

Gym/cafeteria – (not measured – full size gymnasium) currently approved space.

Art room – (measures 21' x 28' = 588 square feet). Recommend approve for 17 children ages 2 ½ year and older.

Library – (measures 21' x 28' = 588 square feet). Recommend approve for 17 children ages 2 ½ year and older.

The program will continue to offer preschool to children on the following schedule:

- Mondays, Wednesdays and Fridays – half day sessions for four year olds.
  - One from 8:15 to 11:15 am
  - Another from 12:25 pm to 3:25 pm.
- Tuesdays and Thursdays – half day sessions for three year olds.
  - 8:15 am to 11:15 am.
  - An afternoon class is offered when enrollment warrants it.

The school will also offer after school care Monday through Friday from 3:30 pm to 5:30 pm. Children ages' 3 years to 10 years will be accepted for care during those hours.

The center will provide snacks during the preschool and after school hours.

The school would also like to operate a summer camp for the month of June. The children will be offered a free brown bag lunch that is provided by the licensed high school cafeteria. If enrollment is high the summer camp may extend to summer care.

The approved program director, Ms. Sandra Ludwig, will oversee the entire program.

**V. Recommendation**

I recommend that the license be modified to reflect the following:

- Approved rooms: Preschool, gym, art, library.
- Hours of operation: 7:30 am to 5:30 pm
- Months of operation: year around.
- Ages of children: 3-10 years.

*Beverly McSauby* 05/20/15

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Beverly McSauby  
Licensing Consultant

Date