



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

November 2, 2016

Elaine Gallop
Lake City Area Schools
P. O. Box 900
Lake City, MI 49651

RE: License #: DC570372441
Lake City Area Schools
251 East Russell Street
Lake City, MI 49651

Dear Ms. Gallop:

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,

Jennifer Vander Lugt, Licensing Consultant
BCHS/Child Care Licensing Division
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
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #: DC570372441

Licensee Name: Lake City Area Schools

Licensee Address: 251 East Russell Street
Lake City, MI 49651

Licensee Telephone #: (231) 839-4333

Administrator/Licensee Designee: Elaine Gallop, Designee

Name of Facility: Lake City Area Schools

Facility Address: 251 East Russell Street
Lake City, MI 49651

Facility Telephone #: (231) 839-4333

Capacity: 46

Program Type: CHILD CARE CENTER

II. Purpose of Addendum

Ms. Elaine Gallop, Licensing Designee and Program Director requested a modification of the terms of the current license to add a preschool program. She also requested a change in age range to include preschoolers and a time change to accommodate an earlier start time. On 10/17/2016, upon review of room capacity, Ms. Gallop requested a capacity decrease from 50 to 46.

Commented [SK(1)]: Is she adding a preschool program?

III. Methodology

06/24/2015 Certification of Fire Safety Provisions signed by Superintendent

07/27/2015 Environmental Health Inspection "A" Rating

04/21/2016 Modification Request Received

06/06/2016 On-site Renewal Inspection. Reviewed needed items for modification request.

07/18/2016 On-site Inspection Completed

07/22/2016 Lead Hazard Risk Assessment signed- Inspection Completed on 06/27/2016 and 06/28/2016

08/29/2016 On-site Inspection Completed

10/17/2016 Contact Document Sent
Text Message

10/17/2016 Contact Telephone call received
Spoke with Jody Wade, Program Director and Elaine Gallop, Licensing Designee

IV. Description of Findings and Conclusions

The terms of the original license have been modified on 10/14/2016. The center is located in Lake City Elementary School in Lake City.

The following rooms have been approved as child use space and meet the 35 square feet per child requirement.

- Room #2 measured 31 ft. X 24 ft. for a total of 744 square feet. This space will accommodate 21 school age children only.

Room #18 (Preschool Room) measured 30 ft. X 30 ft. for a total of 900 square feet. This space will accommodate 25 preschool and school age children.

The following rooms are approved as additional child use space and were not used to determine the center's total capacity:

- Room #6 (Computer Lab) measured 31 ft. X 24 ft. for a total of 744 square feet. This space will accommodate 21 preschool and school age children.
- Library measured 56 ft. X 28 ft. for a total of 1568 square feet. This space will accommodate 44 preschool and school age children.
- Auditorium measured 56 ft. X 48 ft. for a total of 2,688 square feet. This space will accommodate the requested capacity of 46 preschool and school age children.
- Cafeteria measured 75 ft. X 58 ft. for a total of 4350 square feet. This space will accommodate the requested capacity of 46 preschool and school age children.

The total space is sufficient for a total of 46 children aged 4 years through 12 years old.

There is one toilet and one sink in Room #18. The girl's bathroom in the hallway includes four toilets and two sinks. The boy's bathroom in the hallway includes four toilets and two sinks. This are a total of nine toilets and five sinks which supports a total capacity of 46 children. There are also bathrooms in the hallway near the cafeteria that are available to the children in care.

Room #2 and Room # 18 are furnished with an adequate amount of materials that support the capacity of 46 children.

On 06/24/2015 the superintendent signed the Certification of School Building Fire Safety Provisions and on 07/27/2015 an Environmental Health Inspection indicating an "A" rating was completed. On 07/22/2016, A Lead Hazard Risk Assessment indicating "No" for lead hazards in Rooms 6, 18, library, auditorium, and cafeteria was completed. New inspections are not required at this time.

Terms:

The center is approved for a total capacity of 46 children ages 4 years through 12 years.

The preschool program operates from 8:15am-2:45pm Monday through Friday. Children are served breakfast, lunch, and an afternoon snack provided through the school cafeteria which is operated by an outside vendor.

The before and after school program operates from 6:00am-8:15am and from 2:45pm-6:00 pm Monday through Friday.

The center does not provide transportation or a swimming program at this time.

V. Recommendation

I recommend the addition of the preschool component, change of age range to include children from 4 years-12 years old, change in hours of operation, and reduce total capacity from 50 to 46 children.

Jennifer Vander Lugt

11/2/2016

Jennifer Vander Lugt
Licensing Consultant

Date