



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

SHELLY EDGERTON  
DIRECTOR

March 7, 2018

Karen Crankshaw  
KEC Enterprises Inc  
807 Dukeshire  
Portage, MI 49024

RE: License #: DC390022947  
**Otis Montessori Academy Inc**  
**810 East Centre**  
**Portage, MI 49002**

Dear Mrs. Crankshaw:

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 (616) 356-0183.

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

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Blake".

Jennifer Blake, Licensing Consultant  
Bureau of Community and Health Systems  
322 E. Stockbridge Ave  
Kalamazoo, MI 49001  
(269) 615-5347

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
BUREAU OF COMMUNITY AND HEALTH SYSTEMS  
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

**I. IDENTIFYING INFORMATION**

<b>License #:</b>	DC390022947
<b>Licensee Name:</b>	KEC Enterprises Inc
<b>Licensee Address:</b>	807 Dukeshire Portage, MI 49024
<b>Licensee Telephone #:</b>	
<b>Administrator/Licensee Designee:</b>	Karen Crankshaw, Designee
<b>Name of Facility:</b>	Otis Montessori Academy Inc
<b>Facility Address:</b>	810 East Centre Portage, MI 49002
<b>Facility Telephone #:</b>	(269) 327-8277
<b>Capacity:</b>	70
<b>Program Type:</b>	CHILD CARE CENTER

## II. Purpose of Addendum

On 12/11/2017, a request for Modification was received to modify the terms of the license to the proper capacity for rooms located in the center and to change the ages approved for the spaces.

## III. Methodology

12/11/2017 Modification Request Received

12/11/2017 Onsite Inspection Completed

## IV. Description of Findings and Conclusions

The terms of the original license have been modified on March 7, 2018

The center is located in Portage, MI in a single story building. The building is comprised of one large room that is used as a space for two Montessori classrooms, as well as a smaller room that can be used for daycare aged children or overflow from the Montessori class.

Room	Measurements	Total Space	Ages of Children	Capacity
Montessori	28x4	112		
	29x32	928		
	31x23	713		
	8x13	104		
	28x4	112		
		1969	3 years – 12 years	56
Daycare	29x17	493		
	4x8	32		
		525	2.5 years – 12 years	15
<b>TOTALS</b>		<b>2494</b>	<b>Center requested total</b>	<b>70</b>

The facility has sufficient square footage to support the licensee's request for a capacity of 70 children ages 2.5 years through 12 years. The licensee understands that when there are mixed ages in the same classroom, the ratio will be determined by the age of the youngest child in the group.

The center is open from 7:15 AM to 5:30 PM.

The children who attend the center bring their lunches from home daily. The center does not provide food service, transportation or swimming components.

The children have access to 5 toilets, and 5 hand washing sinks. This meets the requirements for at least 1 toilet and 1 hand washing sink to every 15 children. The classrooms are furnished with a variety of developmentally appropriate equipment for the ages served.

The outdoor play area is located adjacent to the school and is partially fenced. A certified playground inspection was completed on October 2, 2013, and the balance beam, composite structure, the four-seat buck-a-bout, and the six-bay swings are all approved for the preschool children's use. The balance beam, composite structure, dome climber, four-seat buck-a-about, overhead "8" ladder, net climber, bug climber, and six-bay swings are all approved for the school-age children's use. There are no water hazards on the premises.

A lead hazard risk assessment was not required as the building was build after 1978.

The approved program director is Kristen Green as of August 17, 2012.

## V. Recommendation

*Jennifer Blake*

3/7/2018

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Jennifer Blake  
Licensing Consultant

Date