



STATE OF MICHIGAN  
DEPARTMENT OF HUMAN SERVICES  
BUREAU OF CHILDREN AND ADULT LICENSING



JENNIFER M. GRANHOLM  
GOVERNOR

ISMAEL AHMED  
DIRECTOR

August 8, 2008

Kyra Hall Elzy  
Childtime Child Care Inc  
Suite 300  
21333 Haggerty Road  
Novi, MI 48375

RE: Application #: DC630294577  
Childtime Learning Center #0644  
15636 J L Hudson Dr  
Southfield, MI 48034

Dear Ms. Hall Elzy:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a provisional license with a maximum capacity of 120 is issued.

Please review the enclosed 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 (248) 975-5053.

Sincerely,

Doris Hayes, Licensing Consultant  
Bureau of Children and Adult Licensing  
Suite 1000  
28 N. Saginaw  
Pontiac, MI 48342  
(248) 975-5064

Enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** DC630294577

**Applicant Name:** Childtime Child Care Inc

**Applicant Address:** Suite 300  
21333 Haggerty Road  
Novi, MI 48375

**Applicant Telephone #:** (248) 697-9106

**Administrator/Licensee Designee:** Henrietta Childs, Designee

**Name of Facility:** Childtime Learning Center #0644

**Facility Address:** 15636 J L Hudson Dr  
Southfield, MI 48034

**Facility Telephone #:** (248) 905-5300  
01/31/2008

**Application Date:**

**Capacity:** 120

**Program Type:** CHILD DAY CARE CENTER

## II. METHODOLOGY

01/31/2008	Application Received Original Fee Received Original Enrollment
02/20/2008	Inspection Completed-Environmental Health Inspection Report: A
03/19/2008	File Transferred to Field Office
03/24/2008	Comment – File Received – Pontiac Office  Application Incomplete Letter Sent  Application Complete – On-site Inspection Needed
05/21/2008	Inspection Completed-Fire Safety : A
06/27/2008	Inspection Completed On-site
07/03/2008	Contact Document Received – Staffing plan submitted
07/17/2008	Contact Document Sent – Letter requesting corrective action plan for playground.
08/01/2008	Corrective Action Plan Received and Approved.
08/06/2008	Inspection Completed-BFS Full Compliance
08/06/2008	Recommend License Issuance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Description of Facility

Childtime Learning Center #0644 was constructed in 2004 and the facility previously licensed by another corporation. Childtime Childcare, Inc. acquired the building in February 2008. The single story, brick facility is located on the Providence Hospital Campus at 15636 J. L. Hudson Drive, in Southfield, MI. The following child activity space is approved:

Infant 1: Six weeks through 1-year.  $29.8 \times 19.2 = 568.56$   
 $9.4 \times 6.8 = 31.11$   
 $599.67 - 50 =$  Capacity of 12

Infant 2: Twelve through 18 months.  $20.5 \times 20.4 = 415.12$   
 $6.5 \times 11.4 = 72.71$   
35.00  
 $522.83 - 50 = \text{Capacity of 10}$

Toddler 1: One to two years  $28.4 \times 17.70 = 498.18$   
 $6.8 \times 4.11 = 32.77$   
37.00  
 $595.95 - 50 = \text{Capacity of 12}$

Toddler 2: Two to three years  $19.5 \times 17.0 = 330.08$   
 $22.0 \times 23 \text{ divided by } 2 = 243.00$   
13.00  
 $596.08 - 50 = \text{Capacity of 12}$

Young Preschool: Two-half to three years  $26.4 \times 10.10 = 285.19$   
 $34.0 \times 9.11 = 340.00$   
20.00  
13.00  
 $658.19 - 35 = \text{Capacity of 19}$

Older Preschool: Three to Four years  $13.4 \times 3.7 = 47.77$   
 $31.0 \times 7.0 = 217.00$   
 $7.3 \times 14.7 = 543.22$   
 $807.99 - 35 = \text{Capacity of 23}$

Pre-Kindergarten: Four to Five years  $26.00 \times 19.4 = 506.66$   
 $6.00 \times 22.1 = 132.50$   
5.0  
 $3.10 \times 12.2 = 46.60$   
 $690.76 - 35 = \text{Capacity of 20}$

Kindergarten: Five & older  $17.11 \times 19.1 = 341.90$   
 $6.40 \times 17.1 = 108.19$   
 $450.09 - 35 = \text{Capacity of 13}$

There are 19 sinks and 8 toilets in the facility that allows for a capacity of no more than 120. The large open area located near the entrance of the building is currently used for large muscle activity. The program director may use the space for school age programming in the near future. The center must notify the Department prior to changing the use space. Staff will use the restroom located near the front of the building.

Adequate equipment, furniture and supplies are available for the license capacity 120.

The fenced outdoor play area is divided into three separate areas that will be used for specific age groups. The current playground equipment does not currently meet minimum standards according to the Handbook for Playground Safety. The licensee is in the process of repairing and replacing the playground equipment and has informed the department that children will not use the equipment prior to approval by a certified playground safety inspector. An acceptable written plan of correction was submitted to the department regarding the playground equipment.

Four forced air furnaces are located in the center. One furnace is housed in a room off the kitchen. Three furnaces and the air-conditioning units are located on the second level of the building. An inspection of the heating and cooling equipment was completed on February 18, 2008. The gas powered hot water heater is also housed on the second level and was inspected on February 18, 2008. A laundry room is located next to the older preschool classroom.

## **B. Program Description**

Henrietta Childs is the newly appointed program director and licensee designee. Ms. Childs received her CDA and completed 25 semester hours in early childhood education from Schoolcraft College. Ms. Childs completed the required child care administrative class in 1998 and received 3 semester hours credit. A copy of Ms. Child's academic credentials and clearances are on file with department. Kyra Hall Elzy is the district manager for this facility.

Childtime Learning Center #0644 will provide child care services to children six weeks through 12 years, Monday through Friday, 6:30 AM until 7:00 PM. Children will participate in a variety of activities (Free play, story time, circle time, arts and crafts, music, outdoors play, field trips, meals and rest periods). Primary caregivers have been assigned to infants and toddlers. Infants will sleep in porta cribs and toddlers and preschool age children will rest on cots. Parents will provide crib sheets, formula, baby food, diapers and wipes. The center will serve breakfast, lunch and snacks. Field trip transportation for school age children will be provided by a private bus company during the summer only.

The center has will provide food service and serve breakfast, lunch and snacks. The health department approved the commercial kitchen for use.

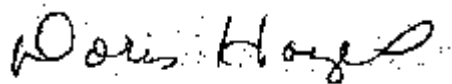
Current staff members completed CPR on December 1, 2007. First aid training was completed on October 20, 2006 and September 29, 2007. There are no water hazards on the property.

Licensing rules were reviewed with the program director prior to the end of the inspection. Center policies were reviewed and discussed during the inspection period.

A telephone conference was conducted with the program director and licensee designee on July 29, 2008.

#### IV. RECOMMENDATION

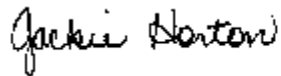
I recommend issuance of an original provisional license.



Doris Hayes  
Licensing Consultant

Date 08/06/2008

Approved By:



Jackie Horton  
Area Manager

08/08/08