



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



JENNIFER M. GRANHOLM  
GOVERNOR

ISMAEL AHMED  
DIRECTOR

September 15, 2008

Deborah Bodrick  
Pontiac School District  
723 Cottage  
Pontiac, MI 48342

RE: Application #: DC630297670  
Frost Elementary School  
723 Cottage  
Pontiac, MI 48342

Dear Mrs. Bodrick:

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 6-month provisional license with a maximum capacity of 256 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 (586) 228-2093.

Sincerely,

Jennifer A. Lietz, Licensing Consultant  
Bureau of Children and Adult Licensing  
Suite 1000  
28 N. Saginaw  
Pontiac, MI 48342  
(248) 975-5090

enclosure

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

**I. IDENTIFYING INFORMATION**

**License #:** DC630297670

**Applicant Name:** Pontiac School District

**Applicant Address:** 47200 Woodward Ave.  
Pontiac, MI 48342

**Applicant Telephone #:** (248) 451-7501

**Administrator/Licensee Designee:** Theresa Hubbard, Designee

**Name of Facility:** Frost Elementary School

**Facility Address:** 723 Cottage  
Pontiac, MI 48342

**Facility Telephone #:** (248) 451-7770

**Application Date:** 08/18/2008

**Capacity:** 256

**Program Type:** CHILD DAY CARE CENTER

## II. METHODOLOGY

08/18/2008	Enrollment
08/27/2008	Application Incomplete Letter Sent
08/27/2008	Inspection Completed On-site Observed site and did rule review.
09/12/2008	Application Complete/On-site Needed
09/12/2008	Inspection Completed On-site
09/12/2008	Contact - Document Received Lead Risk Assessment.
09/12/2008	Inspection Completed-Env. Health : A
09/12/2008	Inspection Completed-Heating Approved Boiler
09/12/2008	Comment School building - exempt from fire inspection. Have Superintendents signed certification of school building compliance with fire safety provisions form.
09/12/2008	Inspection Completed-BFS Full Compliance

## III. DESCRIPTION OF FINDINGS & CONCLUSIONS

### A. Description of Facility

The Pontiac School District has moved all of their Great Start Readiness Program (GSRP) preschool classrooms into Frost Elementary School. They will be using the following 16 classrooms:

Rooms 105, 106, 107, 108, 109, 110, 111, 112, 113, 115, 116, 117, 118, 119, 120, 121.

All of these classrooms measure 29 X 27 = 783 square feet. Each classroom will house 16 preschool children for a capacity of 256.

The following rooms will be used, but do not count towards the center's capacity:

Room 114 is the library and it measures 29 X 39 = 1131 square feet.  
The gym measures 69 X 50 = 3450 square feet.

The following rooms are not approved for childcare use:

Rooms 100 and 101

Rooms 122 and 123 are used as special education rooms at this time.

There are 36 toilets and 29 sinks in this school for the children to use.

There is an adequate supply of toys and equipment for the children to play with.

The outdoor play area consists of a large grassy area behind the school. This area is not fenced. There are swings and climbers, but the school signed a statement confirming they will not use the elevated play equipment at this time. The school understands that they cannot use the elevated play equipment until they have a playground inspection completed.

## **B. Program Description**

The preschool program will be open during the school year Monday through Friday. The program will house children from 2 ½ through 5 years of age. There will be 12 classrooms that run an AM session from 9:05 AM – 11:35 AM and a PM session from 1:15 PM – 3:47 PM. There will be four full day preschool rooms that run from 9:05 AM – 3:47 PM. The full day children will nap on cots.

The school provides AM and PM meals through their certified kitchen. Menus are posted in each classroom. The school also provides transportation to and from school through the Pontiac School District's bus system.

The program director is Theresa Hubbard. She has been an approved director for the school district since January 2004. She has a Bachelor Degree in Elementary Education with an Early Childhood Education Endorsement and a Masters Degree in Teaching. Both degrees are from Oakland University. She has current CPR and First Aid certification.

## **C. Rule/Statutory Violations**

There are no rule violations.

**IV. RECOMMENDATION**

I recommend issuance of a 6-month provisional license to this child day care center.

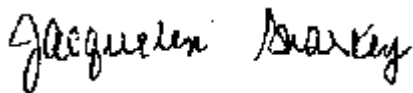


---

Jennifer A. Lietz  
Licensing Consultant

Date: 09/15/2008

Approved By:



09/15/2008

---

Jacquelin Sharkey  
Area Manager

Date