



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY
OFFICE OF CHILDREN AND ADULT LICENSING



MARIANNE UDOW
DIRECTOR

December 10, 2004

Janel Switzer
Caledonia Community Schools
203 Main St.
Caledonia, MI 49316

RE: Application #: DC410271309
Duncan Lake Early Childhood Center
9751 Duncan Lake Rd.
Caledonia, MI 49316

Dear Janel Switzer:

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 101 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 (616) 356-0100.

Sincerely,

Judy Miller, Licensing Consultant
Office of Children and Adult Licensing
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(616) 356-0198

enclosure

**MICHIGAN FAMILY INDEPENDENCE AGENCY
OFFICE OF CHILDREN AND ADULT LICENSING
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

| | |
|---|---|
| License #: | DC410271309 |
| Applicant Name: | Caledonia Community Schools |
| Applicant Address: | 203 Main St. Caledonia, MI 49316 |
| Applicant Telephone #: | (616) 891-0266 |
| Administrator/Licensee Designee: | N/A |
| Name of Facility: | Duncan Lake Early Childhood Center |
| Facility Address: | 9751 Duncan Lake Rd. Caledonia, MI 49316 |
| Facility Telephone #: | (616) 891-6220 |
| Application Date: | 10/26/2004 |
| Capacity: | 101 |
| Program Type: | CHILD DAY CARE CENTER |

II. METHODOLOGY

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|------------|--|
| 10/26/2004 | Enrollment |
| 11/02/2004 | File Transferred To Field Office Grand Rapids |
| 12/08/2004 | Inspection Completed-Fire Safety : A |
| 12/09/2004 | Inspection Completed-Env. Health : A |
| 12/10/2004 | Inspection Completed On-site |
| 12/10/2004 | Inspection Completed-BFS Full Compliance |

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Description of Facility

This is a one-story brick and steel former middle school building. The building is newly renovated, and the entire north wing is now an early childhood center. All of the classrooms in this wing are approved for child use. The approved classrooms are numbers 101 through 113, and 115, 117, 119, 121. Each classroom, except Room 101, has at least one hand-washing sink.

- Room 101 is in the northeast corner of the building, and will be used as a library. This room is 36' X 19', or 684 square feet.
- Room 102 is adjacent to the library to the west, and will be used as a half-day preschool room for three-year-old children. The room is 35' X 26", or 910 square feet. Room 102 shares a bathroom with Room 103. There is one sink and one toilet. The room is arranged into activity areas that include art, reading, blocks, dramatic play, science and puzzles and other manipulatives.
- The next room to the west is Room 103, which will be used as a half-day preschool room for four-year-old children. This room is 39' X 28', or 1092 square feet. This classroom is also arranged into activity areas that are appropriate for preschool children.
- Room 104, west of Room 103, will be used as a half-day preschool room for four-year-old children. This room is 33' X 28', or 924 square feet. There is bathroom with one sink and one toilet that is shared with room 106. This classroom is also arranged into activity areas that are appropriate for preschool children.
- Room 106 is west of 104. This room is currently not being used, but it is approved for child use. This room measures 26' X 30', or 780 square feet.
- Room 108, which is adjacent to 106 on the west, is approved for child care. The room is 26' X 30', or 780 square feet. There is a bathroom with one sink and one toilet that is shared with room 110. At this time, Room 108 will be used for an Early Childhood Developmentally Delayed (PPI) program.

- Room 110, which is adjacent to 108 on the west, will be used as an all-day child care classroom for three-year-old children. The room is 26' X 30', or 780 square feet. This is sufficient space for 22 children at any one time. This classroom is also arranged into activity areas that are appropriate for young children.
- On the west end of this wing there is a north-south corridor with exits to the outside on each end. Room 112 occupies the northwest corner of the building. This room is approved for licensing, but will be used for a "Young 5's" kindergarten. The room is 26' X 30', or 780 square feet. Adjacent to Room 112 to the south are two communal bathrooms, each with five toilets and three sinks.
- To the south of the communal bathrooms is Room 111, which will be used as an all-day child care classroom for five-year-old children. The room is 26' X 30', or 780 square feet, which is sufficient space for 22 children at any one time. This classroom is arranged into activity areas that are appropriate for five-year-old children.
- Across the hall to the east from Room 111 is Room 109. Room 109 measures 37' X 27', or 999 square feet. This room is approved for child use, but will not be used for child care at this time. It will be used for an Early Childhood Developmentally Delayed (PPI) program.
- Room 107 is to the east, and will be used as a child care classroom for four-year-old children. There is a bathroom with one sink and one toilet that is shared with Room 109. Room 107 is 37' X 28', or 1,036 square feet. There is a door that exits directly to the outside. This classroom is arranged into activity areas that are appropriate for young children.
- Room 105 will be used for child care for young infants. The room measures 18' X 27', or 486 square feet. This is sufficient space for 9 infants at any one time. Room 105 has three hand-washing sinks. There is a door that exits directly to the outside.
- Room 113 is adjacent to Room 105 on the east. Room 113 will be used as child care for very young toddlers (12 to 24 months). This room is 24' X 31', or 744 square feet. This is sufficient space for 14 toddlers at any one time. Room 113 has a door that connects to Room 105, which has a door that exits directly to the outside. Room 113 has three hand-washing sinks.
- Room 115 is adjacent to Room 113 to the south. Room 115 will be used as a music room and for gross motor activities. The dimensions are 24' X 31', or 744 square feet.
- The next room to the south is Room 117. It is connected to Room 115 by a shared bathroom that has one toilet and one hand-washing sink. Room 117 will be used as child care for two-year-old children (up to 36 months of age). There is a door that exits directly to the outside. This room is 24' X 31', or 744 square feet, which is sufficient space for 14 children under 2½ at any one time.
- Room 119 is to the south of Room 117. Room 119 is approved for child use, but is not currently being used. This room measures 35' X 31', or 1,085 square feet. There is a door directly to the outside from this room.
- Room 121 shares a bathroom, with one sink and one toilet, with Room 119. Room 121 is 24' X 31', or 744 square feet. This room will also be used as a "sensory" room and for gross motor activities.

There are a total of 26 hand-washing sinks and 16 toilets available to children. There is an excellent supply of furniture, materials, toys, books, and other supplies for the requested capacity of 101 children ages six weeks to 12 years.

The outdoor play area will be on the west side of this child care wing. This area is still under construction, and is not approved at this time. Until the playground is constructed and approved, Duncan Lake Early Childhood Center will use a large fenced play yard that is across the street to the northeast. There is no permanently installed playground equipment on this play yard.

B. Program Description

This is a child day care program that offers full-day care for children ages six weeks to 12 years year around. Breakfast, lunch, and afternoon snack are offered daily. The daily schedule is intended to provide opportunities for children to learn and develop physically, cognitively, emotionally and socially.

In addition to the full day year around program, there are three classrooms that offer half-day (morning and afternoon sessions) for three-year-old and four-year-old children during the academic year. Snacks are offered to the children who attend half days.

The center program director is Janel Switzer. Ms. Switzer has a master's degree in early childhood education.

C. Rule/Statutory Violations

There are no violations at this time.

IV. RECOMMENDATION

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

Judy Miller Date
Licensing Consultant

Approved By:

Yolanda Sims Date
Area Manager