



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

Marlon I. Brown, DPA
ACTING DIRECTOR

Report Type : Addendum to Original Report
Inspection Type: Modification

Date of Inspection: 10/3/2023,
Date of Report: 10/4/2023

Licensee Name(s)	License Number
Kelly Gignilliat	DC280076858
Capacity	Facility Name
109	TCAPS Child Care-Traverse Heights
Program Type	Licensee Designee(s)
Modification	Jessica Lynn Anderson Kelly Ann Gignilliat
Central Administrator(s)	Program Director(s) Name
Jessica Lynn Anderson	Jessica Lynn Anderson Qualifications: Date PD Approved: //
Facility Address	Mailing Address
933 Rose Street, Traverse City, MI, 49686	518 Napoleon Way, Traverse City, MI, 49696
Facility Phone Number	Facility Email Address
2319336500	andersonje@tcaps.net

Findings of the Inspection

Purpose of Addendum: A modification request was received to add four spaces in the office.

Findings and Conclusions: I recommend the addition of four office spaces as child use space.

If you have questions regarding the report, please contact licensing consultant, Codie Mayhew at or mayhewc@michigan.gov. In the event that Codie Mayhew is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Description of Facility
The facility is located in Traverse Heights Elementary School.

Approved Child Use Space
The licensee/ licensee designee understands that the ratio of child care staff member to children and the maximum group size is determined by the youngest child in the room. Equipment in the room must be appropriate for the ages of the children in the room.

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
Traverse Heights Elementary School office	Office (Small Office)		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years : 2		56	No

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
Traverse Heights Elementary School Office	Sick Room (In office; first left in hallway)		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years : 2		56	No

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
Traverse Heights Elementary School Office	Office (first right in hallway)		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years : 5		173	No

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
Traverse Heights Elementary School Office	Main Office		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years : 11		378	No

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Boys' Bathroom		

Age Range : Capacity	Square Footage	Space Used to Calculate Capacity
5 to 12 years :		

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Girls' bathroom		
Age Range : Capacity	Square Footage	Space Used to Calculate Capacity	
5 to 12 years :			

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Boys' bathroom		
Age Range : Capacity	Square Footage	Space Used to Calculate Capacity	
5 to 12 years :			

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Girls' Bathroom		
Age Range : Capacity	Square Footage	Space Used to Calculate Capacity	
5 to 12 years :			

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Boys' Bathroom		
Age Range : Capacity	Square Footage	Space Used to Calculate Capacity	
5 to 12 years :			

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Girls' Bathroom		
Age Range : Capacity	Square Footage	Space Used to Calculate Capacity	
5 to 12 years :			

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Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Library		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years : 53		42 ft. x 49 ft. minus 33 book shelves measuring 2 ft. x 3 ft., providing a total of 1860 square feet.	

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Cafeteria		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years : 50		65 ft. x 29 ft. minus 4 ft. x 28 ft., providing a total of 1773 square feet.	

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Classroom 138		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years : 24		7 ft. x 27 ft. minus 24 ft. x 6 ft.= 855	Yes

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Classroom 120		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years : 22		784	Yes

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Classroom 121		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
		756	Yes

5 to 12 years : 21		
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Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Classroom 122		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years : 21		756	Yes

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Classroom 123		
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years : 21		756	Yes

Building/Wing	Room	Notes (location, well-defined space, etc.)	Lead Hazard Found
	Gymnasium	The room can be divided into two well-defined spaces by using the free throw line to allow 36 children ages five years and above on each side.	
Age Range : Capacity		Square Footage	Space Used to Calculate Capacity
5 to 12 years of age : 109		4740	No

Documentation of Required Inspections		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>

Description of Outdoor Play Area			
<i>Location</i>	<i>Enclosed Space</i>	<i>Outdoor Hazards</i>	<i>Playground Inspection</i>
Located behind the school.	Partially fenced in area	There are no outdoor hazards.	07/13/2017

Number of Sinks and Toilets			
<i>Location</i>	<i># of Handwashing Sinks</i>	<i># of Toilets</i>	<i># of Urinals</i>
By Cafeteria and Gymnasium	3	1	2
By Cafeteria and Gymnasium	3	3	
Across from classroom 121	2	1	2
Across from classroom 121	2	3	
Next to Library	3	1	2
Next to Library	3	3	
Classroom 120	1		
Classroom 121	1		
Classroom 122	1		
Classroom 123	1		
Classroom 138	1		

Hours of Operation						
<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>
7:00 AM To 6:00 PM	7:00 AM To 6:00 PM	7:00 AM To 6:00 PM	7:00 AM To 6:00 PM	7:00 AM To 6:00 PM		

Terms, Program Components, and Variances							
<i>Full Time or Part Time Care</i>	<i>Months of Operation</i>	<i>Care Before 6 AM</i>	<i>Care After 6 PM</i>	<i>Before School or After School Care</i>	<i>Overnight Care</i>	<i>Weekend Care</i>	<i>Head Start/GSRP</i>
Both Full and Part Time	Year Round	No	No	Before/After School	No	No	
Food Service	Yes						
Transportation	No						
Swimming	No						
Variances							

Recommendation
I recommend the addition of four office spaces as child use space.
Approved By: Codie Mayhew

Codie Mayhew Licensing Consultant	Date <i>Codie Mayhew</i>	10/04/2023