



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

Marlon I. Brown, DPA  
ACTING DIRECTOR

**Report Type** : Renewal  
**Inspection Type:** Renewal

**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)
Center	Jessica Lynn Anderson Kelly Ann Gignilliat
Central Administrator(s)	Program Director(s) Name
Jessica Lynn Anderson	Jessica Lynn Anderson <b>Qualifications:</b>  <b>Date PD Approved: //</b>
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

A copy of this renewal inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

The renewal inspection involved a review of all applicable child care center [administrative rules](#) and [statutes](#). Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center’s records, including staff records and children’s records. Staff records include background checks and training information. Children’s records include child information cards, physical examination dates, and immunizations.

If you have any questions regarding the report, please contact licensing consultant, Codie Mayhew, at 231-342-5006. 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.

<b>Inspection Details</b>		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
617	0	1
<i>Number of Children's Records Reviewed : Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed : Number of Volunteers</i>
12: 50	12: 2	0: 0
<i>Number of Children Observed : Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
9: 9	1: 1	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
Yes	No	Yes

<b>Documentation of Required Inspections</b>		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>
Center's School-building fire inspection certification form CCL-5043	9/6/2023	Signed by superintendent
Environmental Health Inspection Results	10/14/2022	Food Establishment- Approved

<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
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<b>Technical Assistance</b>	
<i>Rule Number</i>	<i>Rule</i>
R 400.8134(4)	Guidelines for hand washing must be posted in food preparation areas, in toilet rooms, and by all hand washing sinks.

Hours of Operation						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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		

Bureau Recommendation
I recommend the issuance of a regular license.

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