



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

May 15, 2023

Kelly Gignilliat
Jessica Anderson
Traverse City Area Public Schools
412 Webster Street
Traverse City, MI 49686

RE: License #: DC280082139
TCAPS Child Care - Willow Hill
1250 Hill St
Traverse City, MI 49684

Dear Ms. Anderson:

This letter is to advise you that the 05/15/2023 corrective action plan you submitted, regarding each rule violation cited in the recently completed Renewal Licensing Study Report, is approved.

You can find a copy of this corrective action approval letter and the associated report on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of each type of report and corrective action plans can be found under [Overview of Licensing Reports](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8152(4)	During the inspection, I found an Albuterol inhaler with no pharmacy label for a child enrolled in the before school program.	The licensee designee obtained the pharmacy label for the inhaler. The Licensee Designee and program director will work with parents to ensure that all medication is stored in its original container, according to instructions, and clearly labeled for the child. To maintain compliance, the licensee designee and program director will ensure all medications have a pharmacy label with instructions prior to a student	05/15/2023

		attending school. The program director will review all medications two to three times a year to ensure all medications have appropriate documentation and are being stored according to medication instructions.	
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It is expected that the corrective action plan will be implemented within the time frames as outlined in your plan.

A follow-up evaluation may be made to verify compliance. Should the corrections not be implemented in the specified time, it may be necessary to reevaluate the status of your license.

The office provides technical assistance to meet the licensing requirements and consultation to improve services. Please contact me with any questions. In the event that I am not available and you need to speak to someone immediately, you may contact the local office at (231) 922-5309.

Sincerely,



Codie Mayhew, Licensing Consultant
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