



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

August 17, 2023

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

RE: License #: DC280082237
TCAPS Child Care - Cherry Knoll
1800 Three Mile Rd
Traverse City, MI 49686

Dear Ms. Anderson:

Attached is the Addendum to the Original Licensing Study Report for the above referenced facility.

Please review the enclosed documentation for accuracy and contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 284-9730.

Per MCL 722.113g, this report must be filed in your licensing notebook.

Sincerely,

A handwritten signature in black ink that reads "Codie Mayhew".

Codie Mayhew, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
Lansing, MI 48909
(231) 342-5006 – Cell
(517) 284-9730- Main
(517)-763-0217- Fax
MayhewC@michigan.gov

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	DC280082237
Licensee Name:	Traverse City Area Public Schools
Licensee Address:	412 Webster Street Traverse City, MI 49686
Licensee Telephone #:	(231) 933-1781
Administrator/Licensee Designee:	Kelly Gignilliat, Designee Jessica Anderson, Designee
Name of Facility:	TCAPS Child Care - Cherry Knoll
Facility Address:	1800 Three Mile Rd Traverse City, MI 49686
Facility Telephone #:	(231) 933-8940
Capacity:	100
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 08/15/2023, a modification request was received to add classroom 169 as child use space.

III. Methodology

08/15/2023 Modification Request Received
08/17/2023 Inspection Completed Onsite
08/16/2023 Inspection Completed- Env. Health: A rated
08/17/2022 Fire Safety Provisions form signed by superintendent

IV. Description of Findings and Conclusions

The terms of the original license have been modified on 08/17/2023, 09/14/2022, 09/25/2014, 12/26/2007, and 12/02/2005.

The center is located within Cherry Knoll Elementary School in Traverse City.

The following rules have been approved as child-use space and meet the 35 square feet per child requirement:

- **Classroom # 149:** This room was previously measured to be 788 square feet. Based on 35 square feet per child, this allows for 22 children ages 3 years and above.
- **Classroom # 154** – This room was previously measured to be 34 ft. X 25 ft., providing for a total of 850 square feet. Approximately 40 feet of this space is used for the teacher’s desk, leaving 810 square feet of approved activity space. This is adequate space for a requested licensed capacity of 18 children ages 3 years and above.
- **Classroom # 160:** This room measured to be 33.7 ft. x 25.8 ft., providing a total of 869 square feet. Based on 35 square feet per child, this allows for 24 children ages 3 years and above.
- **Classroom # 169:** This room measured to be 26.6 ft x 29.9 ft., providing a total of 795 square feet. Based on 35 square feet per child, this allows 23 children ages 3 years and above.

- **Cafeteria:** This room was previously measured to be 2,240 square feet. Based on 35 square feet per child, this allows for 64 children over 3 years of age and above. The room is divided into two sections by using the roll up wall in the cafeteria to allow 32 children 3 years and up on each side the cafeteria. Maximum group sizes have to be followed for each age group.

The center's total capacity at one time is 100 school-age children. Even though Classrooms 149, 154, 160, 169, and the gymnasium have a total capacity higher than 100, the licensee designee understands that the total number of children in care at any one time cannot exceed 100. Maximum group sizes have to be followed for each age group.

The following rooms are approved as additional child use space and were not used to determine the center's total capacity:

- **Classroom # 125:** This room was previously measured to be 764 square feet. Based on 35 square feet per child, this allows for 18 children ages 3 years and above.
- **Art Room:** This room was previously measured to be 784 square feet. Based on 35 square feet per child, this allows for 22 children over ages 3 years and above.
- **Music Room:** This room was previously measured to be 883.5 square feet. Based on 35 square feet per child, this allows for 25 children over ages 3 years and above.
- **Gymnasium:** This room measured to be 100 ft. x 59.1 ft., providing a total of 5910 square feet. Based on 35 square feet, this allows for the center's total capacity. Due to maximum group sizes, this area will be divided into two sections using the basketball half court line. For children ages 3 to 4 years old, 30 children can be in each well-defined space. For children ages 4 and above, 36 children can in each well-defined space. Maximum group sizes have to be followed for each age group.
- **Library:** This room measured to be 41.3 ft. x 52 ft., plus 33.3 ft. x 9 ft., providing a total of 2447 square feet. Based on 35 square feet, this allows for 70 children ages 3 years and above. To address maximum group sizes, the library can be divided directly into two well-defined spaces. This would allow 35 children in each well-defined space. Maximum group sizes have to be followed for each age group.
- **Isolation Room:** This room measured to be 6.7 ft x 6 ft., providing a total of 40 square feet. This allows for one children ages 3 years and above.

There is a sink in classroom 149, 154, 160, and 169. Classroom 149, 154, 160, and classroom 169 each have an attached bathroom which includes a toilet and a sink. There are additional restrooms available a short distance down the hall. The girls' bathroom has 4 toilets, and 4 sinks and the boys' bathroom has 4 toilets and 4 sinks. There is a total 12 toilets and 16 handwashing sinks providing enough toilets to meet the center's capacity of 100 children three years of age and older.

The Fire Safety Provision's form was signed by the superintendent on 08/17/2022. An A rated Environmental Health Inspection was completed on 08/16/2022. The center was completely rebuilt in 2008 so a Lead Hazard Risk Assessment is not required.

Terms:

The center operates Monday through Friday from 07:00AM to 06:00PM. TCAPS summer programs rotate location. The center may operate year-round depending on rotation. The center offers preschool and before/after school care.

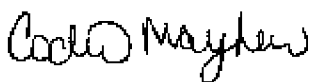
- Before/After School Program: 7:00-8:45 AM and 3:45-6:00 PM

The school has food service as a program component. The kitchen is licensed. They provide a morning snack, lunch, and an afternoon snack.

The center does not provide transportation or swimming as a program component.

V. Recommendation

I recommend the addition of classroom 169 and the classroom bathroom as child use space.



08/17/2023

Codie Mayhew
Licensing Consultant

Date