



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 6, 2023

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

RE: License #: DC280088217
TCAPS Child Care - Courtade
1111 Rasho 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,

Codie Mayhew, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30664
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 #:	DC280088217
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 - Courtade
Facility Address:	1111 Rasho Rd Traverse City, MI 49686
Facility Telephone #:	(231) 933-5800
Capacity:	58
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 11/10/2022, it was determined that a modification was needed to correctly identify the program components, child use space, room measurements, and approved bathrooms.

III. Methodology

12/21/2022 Modification Request Received

01/06/2023 Inspection completed onsite

11/16/2022 Inspection completed Onsite

11/01/2021 Fire Safety Provision's Form signed by Superintendent

11/16/2021 Inspection Completed-Env. Health: A

IV. Description of Findings and Conclusions

The terms of the original modification have been modified on 01/06/2023, 12/03/2012, 10/23/2012, 11/02/2011, 10/30/2008, 10/08/2007, 10/31/2006, 10/18/2004, 10/05/2004, 09/26/2002, and 06/05/2002.

The center is located in the TCAPS Courtade Elementary School building.

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

- **Classroom 110:** This room measured to be 29.3 ft. x 27 ft. minus 1.6 ft. by 6 ft., providing a total of 781 square feet. Based on 35 square feet per child, this allows for 22 children ages 3 years and above. Maximum group sizes have to be followed for each age group.
- **Classroom 111:** This room measured to be 27.8 ft. x 29.1 ft., minus 2.8 ft. x 6 ft., providing a total of 792 square feet. Based on 35 square feet per child, this allows for 23 children ages 3 years and above. Maximum group sizes have to be followed for each age group.
- **Classroom 113:** This room measured to be 27 ft. x 28 ft., providing a total of 756 square feet. Based on 35 square feet per child, this allows for 22 children ages 3 years and above.

- **Classroom 302** (formerly #44): This room measured to be 27.8 ft. x 29.2 ft., providing a total of 812 square feet. Based on 35 square feet per child, this allows for 23 children ages 3 years and above.

The center's total capacity at one time is 58 children. Even though all of the approved classrooms may have a total capacity higher than 58, the licensee designee understands that the total number of children in care at any one time cannot exceed 58.

The Licensee Designee understands that if there is a mixed age group in the room, the ratio of child care staff members to children is based on the youngest child. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.

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

- **The Gymnasium:** This room measured to be 78.4 ft. x 59.5 ft., providing a total of 4665 square feet. The space can be divided into two well-defined spaces using the half-court basketball court line allowing 29 children on each side of the gymnasium. Maximum group sizes have to be followed for each age group.
- **The Cafeteria:** This room measured to be 49.2 ft. x 38.7 ft., providing a total of 1904 square feet. Based on 35 square feet, this allows for 54 children ages 3 years and above. The space can be divided into two well-defined spaces using the center walk way between the tables allowing 22 children on each side of the cafeteria. Maximum group sizes have to be followed for each age group.
- **The Library:** This room measured to be 29.8 ft x 48.8 ft., plus 13.9 ft. x 20.5 ft., providing a total of 1739 square feet. Based on 35 square feet per child, this allows for 50 children ages three years and above. The library can be divided into two well-defined spaces allowing 25 children in each space. Maximum group sizes have to be followed for each age group.
- **The Music Room:** This room measured to be 34.4 ft. x 30.3 ft., providing a total of 1042 square feet. Based on 35 square feet per child, this allows for 30 children ages 3 years and above. Maximum group sizes have to be followed for each age group.
- **Isolation Room for illness** (located in the school office): This room measured to be 8.9 ft. x 6.7 ft., providing a total of 59.6 square feet. This allows for one child ages 3 years and above.

The Licensee Designee understands that if there is a mixed age group in the room, the ratio of child care staff members to children and maximum group size is based on the youngest child.

The total space is sufficient for a total center capacity of 58 children ages 3 years and above.

The classrooms are furnished with a sufficient amount of developmentally appropriate equipment for infants through school age children, which supports the capacity of 58 children.

On 11/01/2021, the Certification of School Building Fire and Safety Provisions was signed by the Superintendent. On 04/14/2021, an "A" rated Environmental Health Inspection was completed. A Lead Inspection was not needed since the school was built after 1978. A playground inspection was completed on 06/20/2011.

Classroom 110, classroom 111, classroom 113 each have one toilet and one handwashing sink. The music room has three handwashing sinks. There is a set of bathrooms located by the music room and gymnasium. The girls' bathroom has two toilets and one handwashing sink. The boys' bathroom has one toilet, one urinal, and one handwashing sink. There is a set of bathrooms located by room 214. The girls' bathroom has two toilets and one handwashing sink. The boys' bathroom has one toilet, one urinal, and one handwashing sink. There is a handi-accessible bathroom as one toilet, one urinal, and one handwashing sink. The center has a total of 10 toilets, 11 handwashing sinks, and 2 urinals which support the center's capacity.

Terms:

The center tuition-based and it operates Monday through Friday from 07:00 AM to 6:00 PM. The center operates year-round.

- The preschool age programs operate from Monday through Friday from 8:45 AM to 3:45 PM.
- The school age programs operate from Monday through Friday from 07:00 AM to 08:45 AM and 3:45 PM to 5:30 PM.
- The GSRP (Great Start Readiness Program) operates from Monday through Thursday from 8:45 AM to 03:45 PM.

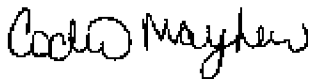
**** TCAPS rotates their summer programs between schools so some years this center will not operate during the summer.***

Food service is a program component. The school provides a morning and an afternoon snack. Lunch is optional to purchase from the school or children can bring a lunch.

The center does not provide transportation or swimming at this time.

V. Recommendation

I recommend the child use space, child use bathrooms, and program components listed above.



01/06/2023

Codie Mayhew
Licensing Consultant

Date