



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: 11/30/2023
Date of Report: 12/18/2023

Licensee Name(s)	License Number
Traverse City Area Public Schools	DC280088217
Capacity	Facility Name
58	TCAPS Child Care - Courtade
Program Type	Licensee Designee(s)
Center	Kelly Ann Gignilliat Jessica L Anderson
Central Administrator(s)	Program Director(s) Name
Jessica L Anderson	Megan Marie Snyder Qualifications: R 400.8113(7)(b) (12). Date PD Approved: 9/13/2021
Facility Address	Mailing Address
1111 Rasho Rd, Traverse City, MI, 49686	412 Webster Street, Traverse City, MI, 49686
Facility Phone Number	Facility Email Address
2319335800	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.


Inspection Details		
<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>
447	0	3
<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 : 58	7 : 19	1 : 1
<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>
30 : 30	6 : 6	0 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
Yes	Yes	Yes

Documentation of Required Inspections		
<i>Type of Inspection</i>	<i>Date of Inspection</i>	<i>Findings</i>
Environmental Health Inspection Results	12/11/2023	A Rated
Fire Safety Provision's form signed by superintendent	11/16/2023	Approved

Technical Assistance	
<i>Rule Number</i>	<i>Rule</i>
R 400.8143(11)	A center shall maintain an accurate record of daily attendance at the center that includes each child's first and last name and each child's arrival and departure time. Electronic records may be used. If electronic attendance records are used, then they must be available to the department at the time of an inspection. If the electronic attendance records are not available during an on-site inspection, then the center is in violation of this rule.
R 400.8161(1)(e)	Crisis management including, but not limited to, intruders, active shooters, bomb threats, and other man-made events.
R 400.8161(2)(e)	A plan for contacting parents and reuniting families.

Hours of Operation						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
07:00 AM To 6:00 PM	07:00 AM To 6:00 PM	07:00 AM To 6:00 PM	07:00 AM To 6:00 PM	07:00 AM To 6:00 PM		

Bureau Recommendation
I recommend the issuance of a regular license.

Approved By:			
 12/18/2023			
Codie Mayhew Licensing Consultant		Date	