



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 25, 2022

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

RE: License #: DC280088227
TCAPS Child Care - Westwoods
1500 Fisher Road
Traverse City, MI 49685

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 cursive script that reads "Codie Mayhew".

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 #:	DC280088227
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 - Westwoods
Facility Address:	1500 Fisher Road Traverse City, MI 49685
Facility Telephone #:	(231) 933-1781
Capacity:	90
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 09/20/2022, it was determined that a modification was needed to correctly identify the program components, child use space, room measurements, and approved bathrooms.

III. Methodology

09/20/2022 Modification Request Received
10/20/2022 Inspection Completed Onsite
10/07/2022 Inspection Completed-Fire Safety: A
01/06/2022 Inspection Completed- Env. Health: A

IV. Description of Findings and Conclusions

The terms of the original license were modified on 10/25/2022, 10/06/2014, 07/25/2012, 09/08/2010, 10/15/2008, 10/31/2006, 01/05/2004, 10/07/2002, and 09/03/2022

The center is located inside the TCAPS Westwoods Elementary School in Traverse City.

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

- **Classroom 127 (GSRP):** This room measured to be 37.7 ft. x32.7 ft., providing a total of 1233 square feet. This allows for the GSRP capacity of 17 children ages 30 months and above. Based on the 35 square feet per child requirement, this allows for a total capacity of 35 children ages 30 months and above. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.
- **Classroom 129:** This room is made up of two squares. This room measured to be 36.4 ft. x 28 ft., plus 7.4 ft. x 23.1 ft., providing a total of 1190 square feet. This allows for the requested preschool capacity of 20 children. Based on the 35 square feet per child requirement, this also allows for a total capacity of 34 children ages 30 months and above. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.

- **Cafeteria:** This room measured to be 49.1 ft. x 38.7 ft., providing a total of 1900 square feet. Based on the 35 square feet per child requirement, this allows for 54 children ages 30 months and above. To accommodate maximum group sizes, the cafeteria can be divided evenly in half. For children 30 months and above, 16 children are allowed on each side. For children 30 months and older, 27 children are allowed on each side of the cafeteria.

The center's total capacity at one time is 90 children. Even though all the approved classrooms may have a total capacity higher than 90, the licensee designee understands that the total number of children in care at any one time cannot exceed 90.

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:

- **Room 124 (Pull out services):** This room measured to be 21.2 ft. x 15 ft., providing a total 318 square feet. Based on the 35 square feet per child requirement, this allows for 9 children ages 30 months and above.
- **Classroom 125:** This room measured to be 32.8 ft. x 36.2 ft., providing a total of 1187 square feet. Based on the 35 square feet per child requirement, this allows for 34 children ages 30 months and above. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.
- **Classroom 126:** This room measured to be 32.7 ft. x 36.2 square feet, providing a total of 1184 square feet. Based on the 35 square feet per child requirement, this allows for 34 children ages 30 months and above. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.
- **Classroom 128:** This room measured to be 35.8 ft. x 32.7 ft., providing a total of 1171 square feet. Based on the 35 square feet per child requirement, this allows for 33 children ages 30 months and above. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.
- **Classroom 130:** This room measured to be 35.8 ft. x 28 ft., plus 7.4 ft. x 23.1 ft., providing a total of 1173 square feet. Based on the 35 square feet

per child requirement, this allows for 33 children ages 30 months and above. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.

- **The Library:** This room is made up of one large square space and one small square space. This room measured to be 27.6 ft. x 48.4 ft., plus 28.7 ft. x 13.5 ft., providing a total of 1723 square feet. To accommodate maximum group size, this space will be divided into two well defined spaces: the large square space and the small square space. Based on the 35 square feet per child requirement, the large square space allows for 36 children ages 30 months and above. Based on the 35 square feet per child requirement, this allows for 11 children ages 30 months and above. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.
- **The Music Room (#106):** This room measured to be 35.3 ft. x 29.5 ft., providing a total of 1041 square feet. Based on the 35 square feet per child requirement, this allows for 30 children ages 30 months and above. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.
- **The Art Room (#402):** This room measured to be 30.3 ft. x 32.2 ft., providing a total of 976 square feet 28 children ages 30 months and above. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces.
- **The Gymnasium:** This room measured to be 53.3 ft. x 80 ft., providing a total of 4264. The gymnasium is divided into two well-defined spaces using the half court line. For children 30 months and above, 16 children are allowed on each side of the gymnasium. For children 30 months to four years, 30 children are allowed on each side of the gymnasium. For children four years of age and older, 36 children are allowed on each of the gymnasium.
- **The Office:** This room measured to be 13.8 ft. x 33.3 ft., providing a total of 459 square feet. Based on 35 square feet per child, this allows for 13 children ages 30 months and above.
- **The Office Sick Room:** This room measured to be 8.1 ft. x 6.6 ft., providing a total 53 square feet. Based on 35 square feet per child, this allows for 1 child aged 30 months 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 90 children ages 30 months 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 90 children.

The outdoor play area is located adjacent to the child care wing in the back of the school. It is entirely fenced in, and this playground is separate from the other outdoor play area. The outdoor play area features two climbers with slides and a sandbox. A playground inspection was completed on 06/20/2011 and all equipment was found to be compliant.

There is a set of bathrooms leading to the child care wing. In the boys' bathroom, there are three toilets, two urinals, and four handwashing sinks. In the girl's bathroom, there are four toilets and four handwashing sinks. There is another set of bathrooms adjacent to the art room. In the boys' bathroom, there is one toilet, one urinal, and one handwashing sink. In the girls' bathroom, there are two toilets and one handwashing sink. The center has a total of 16 toilets, three urinals, 22 handwashing sinks. This supports the center's capacity of 90.

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 offer swimming or transportation as program components.

V. Recommendation

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

Codie Mayhew

10/25/2022

Codie Mayhew
Licensing Consultant

Date