



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

January 11, 2021

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:

This letter is to advise you that the 12/09/2020 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 400.8131(6) Professional development...	One staff member did not complete at least 16 clock hours of professional development in 2019.	Ms. Anderson will ensure that all staff members complete at least 16 clock hours of training annually.	12/09/2020

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,

A handwritten signature in cursive script that reads "Pamela Walker".

Pamela Walker
BCHS/Child Care Licensing Division
701 S. Elmwood Ave, Suite 11
Traverse City, MI 49684
(231) 357-5352