



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

December 9, 2020

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 your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [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](#).

During the renewal inspection on 12/07/2020, I found one violation(s) listed below and explained in the attached report:

R 400.8131 Professional development requirements.

Due to the violations, you must send us a corrective action plan by 12/29/2020. You can use our [corrective action plan](#) form or create your own.

If you need help writing the corrective action plan, please contact me. If you do not send a corrective action plan, you may face disciplinary action. The corrective action plan must include the following:

- How compliance with each rule will be achieved.
- Who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible party and a date.

Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

During calendar year 2019:	Total
Number of serious injuries that occurred in facility.	0
Number of deaths that occurred in the facility.	0
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	0

Please 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 (231) 922-5309.

Per MCL 722.113g, this report and any related corrective action plans must be filed in your Licensing Notebook.

Sincerely,



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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
RENEWAL INSPECTION 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

Licensee/Designee: Jessica Anderson, Designee
Kelly Gignilliat, Designee

Name of Facility: TCAPS Child Care - Westwoods

Facility Address: 1500 Fisher Road
Traverse City, MI 49685

Facility Telephone #: (231) 933-1781

Original Issuance Date: 11/27/1999

Capacity: 90

Age Range: Ages 2 years 6 months Thru 12 years

Program Components: PRESCHOOL
SCHOOL AGE
FOOD SERVICE

II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 12/07/2020
 Date of Environmental Health Inspection: 11/12/2020
 Date of Fire Safety Inspection: 09/01/2020
 Date of Lead Hazard Risk Assessment, if applicable: N/A
 Date of Documentation of Playground Compliance, if applicable: 06/20/2011

		No. of Records Reviewed
No. of children enrolled in care	85	15
No. of staff employed	7	5
No. of volunteers	0	0
No. of children present at time of inspection	35	
No. of staff present at time of inspection	5	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	35	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Classroom 8, 9, 10, 11, 18, gym, cafeteria, art room, and library.

Approved Program Director: Gina McPherson
 Approved Central Administrator: Jessica Anderson
 Approved Variances: None
 Key Indicator Inspection: No

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

This 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.

During the inspection, the preschool child care staff members engaged in positive, genuine, child centered interactions with the children during large group and lunch. Children happily chatted with staff and amongst themselves during lunch. Staff and children transitioned from one activity to another as a matter of routine. The atmosphere in the preschool classroom was calm and welcoming.

During the inspection, the extended day child care staff members engaged in positive, authentic, child centered interactions with the children during arrival, hand washing, snack, gym play, indoor activities, and departure. The transitions between activities were very smooth and as a matter of routine. The atmosphere was energetic and positive.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

R 400.8131 Professional development requirements.

(6) All child care staff members who work directly with children shall complete 16 clock hours of professional development annually on topics relevant to job responsibilities that include, but are not limited to, any of the following subjects:

- (a) Child development and learning.
- (b) Health, safety, and nutrition.
- (c) Family and community collaboration.
- (d) Program management.
- (e) Teaching and learning.
- (f) Observation, documentation, and assessment.
- (g) Interactions and guidance.
- (h) Child care center administrative rules.

TCAPS did not ensure that child care staff member Patrice Turkette completed at least 16 clock hours of professional development in 2019. Ms. Turkette only had 11.5 clock hours of verifiable professional development on file for 2019.

I provided Ms. Anderson with technical assistance for the following:

8143(11) Children's records: an arrival time must be recorded at the time of arrival for all children, including children of school staff members.

8143(1) Children's records: review child information cards prior to attendance to ensure all required fields are completed, including cell phone and date of admission.

8161(1) Emergency procedures: review new licensing requirements to emergency procedures and update center procedures as necessary.

8173(9) First aid kit: first aid kits must include assorted gauze pads, tweezers, scissors, roll of gauze, adhesive cloth tape, assorted adhesive bandages, elastic bandage, and no medications. Performing a periodic inventory of first aid kit will help ensure all required items are always available.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend issuance of a regular license to this child care center.

Pamela Walker

12/09/2020

Pamela Walker
Licensing Consultant

Date