



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

October 23, 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 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](#).

As a result of the renewal inspection on 10/20/2022, I did not find any rule or law violations. You will receive your regular license in the mail.

During calendar year 2021:	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 517-284-9730.

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

Sincerely,

A handwritten signature in black ink that reads "Codie Mayhew". The signature is written in a cursive, slightly slanted style.

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
CHILD CARE LICENSING BUREAU
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: 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

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): 10/20/2022
 Date of Environmental Health Inspection: 01/06/2022
 Date of Fire Safety Inspection: 10/07/2022
 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	80	80
No. of staff employed	13	5
No. of volunteers	0	0
No. of children present at time of inspection	20	
No. of staff present at time of inspection	5	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	20	
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: The gymnasium, the cafeteria, the music room, the art room, the office, the sick room in the office, the library, Room 124, and classrooms # 125 - 130.

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, there were 20 children present with five child care staff members. While onsite, I observed lunch, afternoon snack, nap time, free play, and programming. Outdoor play did not occur due to the weather conditions. There is a sufficient amount of developmentally age-appropriate toys and equipment in the classrooms accessible to children. I observed child care staff members in both

classrooms holding children and assisting children with their needs. I watched two different child care staff members appropriately comfort upset children. All child care staff members were observed to be nurturing toward the children. The outdoor play area is adjacent to the child care wing of the school. It features two climbers and a sandbox.

Technical Assistance and Consultation were provided on the following:

- I provided guidance on the professional development plan. The plan must identify staff completing the MiRegistry Refresher trainings. R 400.8131(8)
- **R 400.1934(4)-Technical Assistance:** Please ensure handwashing signs are posted in each child use bathroom.
- **R 400.8161(2)(h)-Technical Assistance:** Individual plans for children with chronic medical conditions must include how children will be accommodated in each type of emergency. Please ensure that individualized plans for children with chronic medical conditions also identify who is responsible for grabbing medications during fire, tornado, nature disasters, and crisis management emergencies.
- **R 400.8161(8)- Technical Assistance:** Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in subrule (1) of this rule.
- **R 400.8170(5)(b)-Technical Assistance:** Please remove the tore down outdoor play equipment in the far-left corner of the outdoor play area. Ms. Anderson reported that an order has already been put in to have these items moved. Ms. Anderson made a follow up call while I was onsite to have the equipment moved immediately.
- **R 400.8380(1)-Technical Assistance:** Please ensure all diaper wipes, storage bags, and items which state, keep out of the reach of children, are not accessible to children in child use space.

IV. RECOMMENDATION

I recommend the issuance of a regular license.



10/23/2022

Codie Mayhew
Licensing Consultant

Date