



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
ACTING DIRECTOR

August 21, 2023

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

RE: License #: DC280315163
TCAPS Child Care- Long Lake Elementary
7600 North Long Lake Rd
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 black ink that reads "Codie Mayhew".

Codie Mayhew, Licensing Consultant
Child Care Licensing Bureau
611 W. Ottawa Street
P.O. Box 30837
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 #:	DC280315163
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- Long Lake Elementary
Facility Address:	7600 North Long Lake Rd Traverse City, MI 49685
Facility Telephone #:	(231) 933-7800
Capacity:	100
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 08/15/2023, a modification request was received to add classroom 112 and the attached bathroom as child use space.

III. Methodology

08/15/2023 Modification request Received
08/17/2023 Inspection Completed Onsite
06/16/2022 Fire Safety Provisions form signed by the superintendent
08/18/2023 Inspection Completed- Env. Health: A Rated

IV. Description of Findings and Conclusions

The terms of the original license were modified on 08/21/2023, 10/13/2022, 09/26/2014, and 01/22/2013.

The center is located in the Long Lake 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 111:** This room measured to be 37.4 ft. x 20.3 ft., providing a total of 759 square feet. Based on the 35 square feet per children requirement, this allows for 22 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 maximum group size for children 30 months to 3 years is 16.
- **Classroom 112:** This room measured to be 25.7 ft. x 39.6 ft., minus 10 ft. x 6 ft., providing a total of 958 square feet. Based on the 35 square feet per child requirement, this allows for 27 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 maximum group size for children 30 months to 3 years is 16.
- **Classroom 140:** This room measured to be 25 ft. x 39 ft., providing a total of 975 square feet. Based on 35 square feet per child, this allows for 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 maximum group size for children 30 months to 3 years is 16.

- **Cafeteria:** This room was previously measured to be 72 ft. x 38 ft., providing a total 2,736 square feet. Based on the 35 square feet per child requirement, this allows for the requested capacity of 50 children.

The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined spaces. 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:

- **Classroom 131:** This room was previously measured to be 23 ft. x 33 ft., minus 30 square feet, providing a total of 729 square feet. Based on the 35 square feet per child requirement, this allows for a capacity 24 children ages 30 months and above.
- **The Library/Media Center:** This room measured to be 49.7 ft. x 40.9 ft., plus 22.7 ft. x 21.7 ft., providing a total of 2,525 square feet. Based on the 35 square feet per child requirement, this allows for a capacity 72 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. For example, this allows there to be 36 children ages 4 years of age and older on each side.
- **The Music Room (#153):** This room measured to be 33.6 ft. x 27.3 ft., providing a total of 917.4. Based on the 35 square feet per child requirement, this allows for a capacity 26 children ages 30 months and above.
- **The Art Room (#152):** This room measured to be 23.3 ft. x 33.3 ft, providing a total of 775.9 square feet. Based on the 35 square feet per child requirement, this allows for a capacity 22 children ages 30 months and above.
- **The Gymnasium:** This room measured to be 56 ft. x 79 ft., providing a total of 4,424 square feet. Based on the 35 square feet per child requirement, this allows for the requested capacity of 72 children ages 30 months and above. To accommodate maximum group sizes for children 4 years of age and older, the gymnasium is divided in half by using the basketball half court line. The Licensee Designee understands that the center must be compliant with maximum group sizes for each age group in well-defined

spaces. For example, this allows there to be 36 children ages 4 years of age and older on each side.

- **Room 105:** This room measured to be 6 ft. x 6.6 ft., providing a total of 39 square feet. Based on the 35 square feet per child requirement, this allows for 1 child aged 30 months and older.
- **Room 106:** This room measured to be 6 ft. x 6.6 ft., providing a total of 39 square feet. Based on the 35 square feet per child requirement, this allows for 1 child aged 30 months and older.

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 total space is sufficient for a total center capacity of 100 children ages 30 months through 12 years.

The school was built in 2011 so a Lead Hazard Risk Assessment was not required. An A rated Environmental Health Inspection was completed on 08/18/2022. The Fire Safety Provisions Form was signed by the superintendent on 06/16/2022.

There is a bathroom located in classroom 112 and 131 with one toilet and one handwashing sink. There is a bathroom in classroom 140 with one handwashing sink and one toilet. There is an additional handwashing sink in classroom 112 and 140. There is a set of bathrooms by the office. In the girls' bathroom (#142), there is two toilets and two handwashing sinks. In the boys' bathroom (#141), there is one toilet, one urinal, and two handwashing sinks. Another set of bathrooms is located by the gymnasium. In the girls' bathroom (#142), there are two toilets and two handwashing sinks. In the boys' bathroom (#141), there is one toilet, one urinal, and two handwashing sinks. There is also one handwashing sink in the cafeteria. There is a total of nine toilets, two urinals, and 14 handwashing sinks which supports the center's capacity of 100.

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.

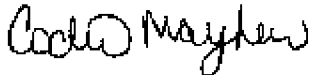
- The GSRP (Great Start Readiness Program) operates from Monday through Thursday from 8:45 AM to 03:45 PM.

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 are able to bring a lunch.

Transportation and swimming are not program components.

V. Recommendation

I recommend the addition of classroom 112 and the bathroom in classroom 112.



08/21/2023

Codie Mayhew
Licensing Consultant

Date