



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

September 20, 2022

Jessica Anderson  
Kelly Gignilliat  
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 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 09/20/2022, I found 1 violation listed below and explained in the attached report: listed below and explained in the attached report:

**R 400.8161(2)(h) Emergency procedures.**

Due to the violations, you must send us a corrective action plan by 10/10/2022. 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.

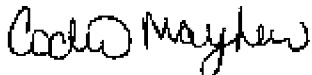
Upon receipt of an acceptable corrective action plan, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2021:</b>	<b>Total</b>
Number of serious injuries that occurred in facility.	<b>0</b>
Number of deaths that occurred in the facility.	<b>0</b>
Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility.	<b>0</b>

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,



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 #:** DC280315163

**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- Long Lake Elementary

**Facility Address:** 7600 North Long Lake Rd  
Traverse City, MI 49685

**Facility Telephone #:** (231) 933-7800

**Original Issuance Date:** 03/05/2012

**Capacity:** 100

**Age Range:** Ages 2 years 6 months Thru 12 years

**Program Components:** PRESCHOOL  
SCHOOL AGE  
FOOD SERVICE  
BEFORE/AFTER SCHOOL

## II. METHODS OF INSPECTION

Date of On-Site Inspection(s): 09/20/2022  
 Date of Environmental Health Inspection: N/A  
 Date of Fire Safety Inspection: Needed  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: 08/15/2011

		No. of Records Reviewed
No. of children enrolled in care	77	10
No. of staff employed	14	5
No. of volunteers	0	0
No. of children present at time of inspection	47	
No. of staff present at time of inspection	7	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	47	
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 111, Classroom 140, Classroom 131, the Gymnasium, the Cafeteria, the Music Room, the Art Room, the Librayr/Media Center, Room 105, and Room 106.

Approved Program Director: Erin Harrelson

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 47 children present with seven child care staff members. While onsite, I observed the before school program, free play, free play in the gymnasium, programming, morning snack, and lunch preparation. All child care staff members were observed being nurturing toward the children. I watched child care staff members engage in free play with the children during the before school

program. There was a sufficient amount of developmentally age-appropriate toys and equipment in each classroom. I observed child care staff members enforcing handwashing rules and using the three-step method to clean, sanitize, and disinfect hard surfaces. The outdoor play area is located in the back of the school. It features various climbers, swings, slides, a sandbox, and various other outdoor play equipment.

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

**R 400.8161                      Emergency procedures.**

- (2) The written procedures must include all of the following:  
(h) A plan for how children with chronic medical conditions will be accommodated during each type of emergency.

Ms. Anderson did not ensure that a plan was developed for how children with chronic medical conditions will be accommodated during each type of emergency. During the inspection, I found a child with asthma and a child with an amoxicillin allergy with no plan on how they would be accommodated in each type of emergency in Classroom 140.

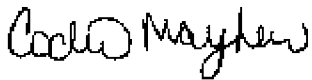
**Technical Assistance and Consultation were provided on the following:**

- I provided guidance on the Child Care Background Check (CCBC) system. Please disconnect any individuals no longer associated with the center.
- I provided guidance on individual emergency plans for children with chronic medical conditions. Please ensure the plans identify who is responsible for obtaining the child's medication (when applicable) during each type of emergency (fire, tornado, nature man/women made disasters, and crisis management), outdoor play, and field trips.
- Please create an organizational page for this license on the MiRegistry and connect all staff to the organizational page.
- **R 400.8161(1)(e)- Technical Assistance:** Please include a plan for abducted children and missing children to the crisis management plans. Also, identify who is responsible for contacting parents and how they will be contacted for each crisis management plan.

- **R 400.8380(1)- Technical Assistance:** The premises must be maintained in a clean and safe condition and must not pose a threat to health or safety. Please ensure all storage bags are inaccessible to children.
- **R 400.8550(5)- Technical Assistance:** All electrical outlets in child use areas for children who are not yet school-age shall be made inaccessible to children.

#### IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license.



09/20/2022

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Codie Mayhew  
Licensing Consultant

Date