



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

May 20, 2022

James Coneset  
Grand Traverse Academy  
1245 Hammond Road East  
Traverse City, MI 49686

RE: License #: DC280362947  
**Grand Traverse Academy**  
**1245 Hammond Road East**  
**Traverse City, MI 49686**

Dear Mr. Coneset:

This letter is to advise you that the 05/18/2022 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](#).

<b>Violation cited</b>	<b>Noncompliance observed</b>	<b>Plan to correct</b>	<b>Date to be completed</b>
R 400.8134(3)(a) Hand washing.	I observed three school age students eating snack outside on the playground. None of the children washed their hands before eating snack.	Program director Ms. Meneau will revamp the after school schedule to include handwashing before student's eat snack. She will monitor staff and students to ensure handwashing happens before eating.	Beginning 05/19/2022 and ongoing

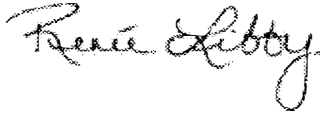
R 400.8143(6)(c) Children's records.	The second page of a preschool child's physical evaluation form with restrictions information and the physician's signature and date was not present in the child's file.	Program director Ms. Meneau will obtain the missing second page of the health appraisal. She will work with preschool staff to make sure all health forms for preschoolers are complete with all required information.	By 05/31/2022 and ongoing within 30 days of each child's enrollment
R 400.8152(2) Medication; administrative procedures.	Written parent permission was not obtained for the administration of Benadryl for a school age child.	Program director Ms. Meneau will have the parent fill out a medication administration form for the Benadryl. She will make sure staff do not accept any medication from parents until a completed medication permission form is on file for each medication needed/present.	By 05/23/2022 and ongoing as needed when medication is required
R 400.8152(3) Medication; Administrative procedures.	One school age child's nonprescription medication (generic Benadryl) was not in its original container indicating the dosage amount and specific medication information.	Program director Ms. Meneau will have parents bring in original packaging for the Benadryl. Going forward, she will make sure staff check children's medication to make sure it is in its original packaging.	By 05/25/2022 and ongoing when medication is received/present
R 400.8152(4) Medication; administrative procedures.	One child's epi-pen did not have the pharmacy label as required.	Program director Ms. Meneau will have parents bring in the pharmacy label for the epi-pen. All current prescription medications will be checked to make sure they have the pharmacy label.	By 05/25/2022 and ongoing when medication is received/present
R 400.8152(5) Medication; administrative procedures.	One child's Benadryl required in case of anaphylaxis expired in 2019.	Program director Ms. Meneau will have the parent bring in new, unexpired Benadryl. Moving forward all medication will be checked for expiration and calendar reminders will be set to remind Ms. Meneau of expiration dates.	By 05/23/2022 and ongoing as needed

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 "Renee Libby".

Renee Libby, Licensing Consultant  
Child Care Licensing Bureau  
611 W. Ottawa Street  
P.O. Box 30664  
Lansing, MI 48909  
(231) 357-3087