



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF  
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL  
LANSING

Michelle Richard  
ACTING DIRECTOR

5/8/2024

Lindsey Meneau  
Grand Traverse Academy  
1245 Hammond Road East  
Traverse City, MI, 49686

License Number: DC280362947

Dear Lindsey Meneau,

This letter is to advise you that the 5/6/2024 corrective action plan you submitted, regarding each rule violation cited in the recently completed Inspection, 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](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8152(5)	Two children enrolled in Quality Care had expired medications.	The LD/PD, Lindsey Meneau notified the parents about the medication being expired on May 1st, 2024 and requested to bring in a new medication that is not expired by May 10th, 2024. Lindsey Meneau will ensure that expired medications are returned to the parents by May 10th, 2024. Moving forward, the Program Director and Teachers will review the medications when received by parents when the students are enrolled into the program.	May 10th, 2024

		After reviewing, the Program Director and Teachers will write down the expiration date next to the student's name on the Health/Allergies Concern List. When a medication is close to expiration date, the Program Director and Teachers will notify the parent.	
R 400.8131(6)	I reviewed six child care staff member files. Two child care staff members did not complete 16 hours of professional development in 2022 and 2023. One child care staff member completed fourteen hours of professional development in 2022, and two hours in 2023. The other child care staff member completed nine hours in 2022, and eleven hours in 2023.	The Program Director will review and keep a record of the staff members professional development hours. Moving forward, the Program Director will notify the staff members in October of each year to complete and how many PD hours they have.	October of each year.
R 400.8131(10)	Two child care staff members did not complete CRP and First Aid training or certification within 90 days of hire.	The Program Director will notify the staff members to complete the CPR and First Aid training by June 7th, 2024. Moving forward, the Program Director will notify the new staff members to complete the CPR and First Aid training within the 90 days of hire.	June 7th, 2024
R 400.8143(1)	Several child information cards were incomplete/missing: parent work and work phone numbers, child's date of birth, and a signature date.	The Program Director and Teachers will notify the parents to fill out the missing information on the paperwork by May 10th, 2024. Moving forward, the Program Director and	May 10th, 2024

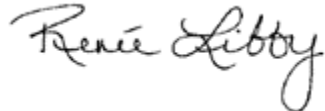
		Teachers will review all the paperwork for preschool and quality care when received before the students can start attending. Any missing information in the paperwork, the Program Director and Teachers will notify the parents to fill in the missing information.	
R 400.8143(6)	I reviewed ten preschool child files. Two children did not have completed health appraisals within 30 days of enrollment. Exam dates and the restrictions section/information was missing from two health appraisals.	The Program Director will obtain the missing health appraisal by May 10th, 2024. Moving forward, the Program Director and Teachers will review the health appraisals and be completed within the 30 days the preschoolers are enrolled in the program.	May 10th, 2024
R 400.8152(9)	Two medication permission forms listed more than one medication.	The Program Director or Teachers will notify the parents to fill out two medication forms for each medication by May 10th, 2024. Moving forward, the Program Director and Teachers will review the medication forms when received by parents before students can be enrolled in the program.	May 10th, 2024

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 Renee Libby at (231) 357-3087 or libbyr@michigan.gov. In the event that Renee Libby is not available and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Sincerely,

A handwritten signature in cursive script that reads "Renee Libby". The signature is written in black ink and is positioned below the word "Sincerely,".

Renee Libby, Licensing Consultant