



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 9, 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 a follow-up to the on-site inspection conducted at your center on 11/17/2021 and. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers including program director qualifications.

Due to the violations, you must send us a corrective action plan by 03/29/2022. 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, there will be no change to your license status.

The violations that were found are:

R 400.8113 Program director qualifications; responsibilities.

(7) Early childhood program directors shall meet 1 of the following qualifications shown in Table 1:

TABLE 1 Early Childhood Program Director Qualifications			
	Education	Coursework in Early Childhood Education or Child Development	Hours of Experience
(a)	Bachelor's degree or higher in early childhood education or child development		
(b)	Bachelor's degree or higher in a child-related field including →	18 semester hours and →	480 hours
(c)	Montessori credential	18 semester hours and	480 hours
(d)	Associate's degree in early childhood education or child development including →	18 semester hours and →	480 hours
(e)	Valid child development associate credential with →	18 semester hours and →	960 hours
(f)	Sixty semester hours with →	18 semester hours and →	1,920 hours

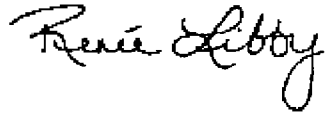
Grand Traverse Academy is temporarily unable to comply with program director requirements. Licensee Designee Mr. Coneset submitted the credentials for proposed program director Ms. Lindsey Meneau. Ms. Meneau has a bachelor's degree in Community Leadership (60+ college semester hours) with 14 semester hours in early childhood education that count toward program director qualifications. In order to qualify as an approved program director, Ms. Meneau must complete 4 additional semester hours in early childhood education.

You can find a copy of this confirming letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when confirming letters are completed can be found under [Overview of Licensing Reports](#).

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 (231) 922-5309.

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

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