



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

March 7, 2023

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

RE: License #: DC280395924
TCAPS Childcare - Eastern Elementary School
1600 Eastern Ave
Traverse City, MI 49686

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,

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
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
ADDENDUM TO ORIGINAL LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	DC280395924
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 Childcare - Eastern Elementary School
Facility Address:	1600 Eastern Ave Traverse City, MI 49686
Facility Telephone #:	(231) 933-5602
Capacity:	119
Program Type:	CHILD CARE CENTER

II. Purpose of Addendum

On 02/28/2023, it was determined that a modification was needed to correctly identify the program components, child use space, room measurements, and approved bathrooms.

III. Methodology

03/07/2023 Modification Request Received

02/28/2023 Inspection Completed Onsite

01/03/2023 Fire Safety Provision's Form signed by the superintendent

10/14/2022 Inspection Completed- Env. Health: A

IV. Description of Findings and Conclusions

The terms of the original license were modified on 04/06/2020 and 03/07/2023.

This child care center is located in the TCAPS Eastern Elementary School in Traverse City. The center will offer care for children 3 years of age through 12 years.

The following rooms are approved for child care use:

- **Classroom 131:** This room is 31.8 ft x 30.7 ft., minus 7.2 ft. x 6.2 ft., providing a total of 932 square feet. Based on 35 square feet per child, this allows for 27 children ages 3 years old and above.
- **Classroom 132:** This room is 33.8 ft. x 29.7 ft. (minus 6.9 ft. x 6.3 ft. for bathroom and 5.9 ft. x 5.3 ft. for the teacher desk area), providing a total of 930 square feet. Based on 35 square feet per child, this allows for a total room capacity of 27 children 3 years of age and older.
- **Classroom 133:** This room is 33.2 ft. x 29.2 ft. (minus 6.7 ft. x 6.3 ft. for the teacher desk area and 6.1 ft. x 6.9 ft. for the bathroom), providing a total of 885 square feet. Based on 35 square feet per child, this allows for a total room capacity of 25 children 3 years of age and older.
- **Cafeteria:** This room is 57.2 ft. x 37.8 ft. plus 11.8 ft. x 16 ft., providing a total of 2351 square feet. Based on 35 square feet per child, this allows for a total room capacity of 67 children 3 years of age and older. Adequate equipment and materials for child use are stored in a room within the cafeteria and are readily available to the children. This space can be divided directly in half,

allowing 33 children ages 4 years and above on one side and 34 children 4 years and above on the other side. Each space would allow 30 children ages 3 to 4 years of age.

The center's total capacity at one time is 119 children. Even though all of the approved classrooms may have a total capacity higher than 119, the licensee designee understands that the total number of children in care at any one time cannot exceed 119.

The Licensee Designee understands that if there is a mixed age group in the room, the ratio of child care staff members to children and maximum group size is based on the youngest child.

The following room is approved as additional use space and was not used to determine the center's total capacity:

- **Gymnasium:** This room is 81 ft. x 60 ft. (minus 59.5 ft. x 3.7 ft. for bleachers), providing a total of 4640 square feet. Based on 35 square feet per child, this allows for enough space for the entire center capacity of 119 children. This space can be divided into two spaces using the half-court basketball court line which allows 36 children ages 4 years and above on each side. For children ages 3 to 4 years, this allows for 30 children on each side.
- **Room 106 (Isolation room located in the office):** This room measured to be 6.7 ft. x 6.4 ft., providing a total of 43 square feet. This allows for 1 child aged 3 years and above.
- **Classroom 142:** This room measured to be 28.7 ft. x 25.8 ft., plus 7 ft. x 19 ft., providing a total of 873 square feet. Based on 35 square feet per child, this allows for 25 children ages 3 years and above.
- **Classroom 145:** This room measured to be 30.9 ft. x 21.9 ft., plus 5.2 ft. x 21.4 ft, providing a total of 788 square feet. Based on 35 square feet per child, this allows for 23 children ages 3 years and above.
- **Classroom 148:** This room measured to be 15 ft., x 30.5 ft., providing a total of 457 square feet. Based on 35 square feet per child, this allows for 13 children ages 3 years and above.
- **Lobby:** This room measured to be 37.2 ft. x 54.3 ft., plus 22.8 ft. x 15 ft., providing a total of 2362 square feet. Based on 35 square feet per child, this allows for 67 children ages 3 years and above. This space can be divided directly in half, allowing 33 children ages 4 years and above on one side and 34 children ages 4 years and above on the other side. This allows for 30 children on each side ages 3 to 4 years of age.

The center is approved for a total capacity of 119 children, 3 years of age through 12 years.

The center has an adequate inventory of developmentally appropriate equipment and materials to support the center's capacity of 119 children, 3 years of age through 12 years.

Classrooms 131, 132, 133, and 142 each have one toilet and two sinks. There is a set of bathrooms adjacent to the lobby. The boys' bathroom has 3 toilets, 2 urinals, and 5 handwashing sinks. The girls' bathroom has 7 toilets and 5 handwashing sinks. There is a total 14 toilets, 18 handwashing sinks, and 2 urinals. This supports the center's capacity.

The center was built in 2018, therefore, a lead hazard risk assessment is not required. A Food Establishment Inspection report was completed by the local health department on 10/14/2022. A Fire Safety Provision's form was signed by the superintendent on 01/03/2023.

The outdoor play area is fenced and is located at the end of the preschool wing. There were no water hazards present. The Set Seg Playground Inspection report indicates that the surfacing in the fall zones of the following approved equipment is adequate:

Small climber (labeled for ages 2-5 years)

Larger climber (labeled for ages 5-12 years)

Six bay swing structure (labeled for ages 5-12 years)

Red ground base climber (labeled for ages 5-12 years)

Terms:

This program will serve children ages 3 years of age through 12 years. This program will operate from 7:00am to 5:30pm, Monday through Friday.

- Preschool children may attend full or part-time. Children who attend the before and/or after school program may attend AM, PM, or both.

Transportation will be provided by Traverse City Area Public Schools.

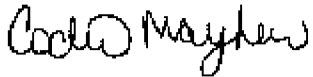
Swimming and transportation are not program components offered at this time.

The center will serve AM snack, lunch, and PM snack Monday through Friday. Meals and snacks are prepared onsite by Traverse City Area Public Schools kitchen staff.

**** TCAPS rotates their summer programs between schools so some years this center will not operate during the summer.***

V. Recommendation

I recommend the child use space, child use bathrooms, and program components listed above.



03/07/2023

Codie Mayhew
Licensing Consultant

Date