



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

April 14, 2022

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

RE: License #: DC280395924

RE: SI LOG #: **TCAPS Childcare - Eastern Elementary School
1600 Eastern Ave
Traverse City, MI 49686**

Dear Ms. Anderson:

This letter is to advise you that the 04/14/2022 corrective action plan you submitted, regarding each rule violation cited in the recently completed Interim Inspection 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](#).

Violation cited	Noncompliance observed	Plan to correct	Date to be completed
R 400.8143(1)	During the inspection, I reviewed a total of 49 child information cards and 10 child files. In classroom 132, I reviewed 22 child information cards. Out of the 22 cards, five cards were missing information in the allergy/special needs/special instructions section, parent's initials next to the medical authorization, and a parent signature and date. Also, there were seven cards which showed the parent's	Ms. Anderson reported that effective immediately all children will have a completed child information record, signed by the parent before their first date of attendance. She stated that parents will be required to review the card annually or when staff are made aware of any changes. The Licensee Designee, and the Program Director will conduct periodic checks of all child information records. The classroom teacher will be responsible for obtaining initial signatures before any child attends.	04/13/2022

	signature date dated after the admission's date. In classroom 133, I reviewed 27 child information cards. I found four cards which showed the parent's signature date dated after the admission's date.		
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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,



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