



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

April 13, 2022

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:

This letter is a follow-up to the Department's findings regarding the interim inspection conducted at your center on 04/13/2022. The purpose of this inspection was to determine compliance with applicable licensing statutes and administrative rules for Child Care Centers.

During the inspection, I reviewed fire safety, sleep equipment, child records, background check records, MiRegistry Trainings, child-child care staff member interactions, tornado/fire drills, criminal background paperwork, diapering/toileting, and programming. The center consists of two classrooms. While onsite, I observed free play, programming, transition to the library, and lunch. The center was found compliant with ratio requirements in each classroom. Each classroom had a sufficient amount of developmentally appropriate equipment accessible to children. In each classroom, there was an imaginative play area, an art area, reading area, and various materials to support early science and early math. The center uses the Gold/Creative Curriculum by Teaching Strategies to meet the educational needs of the children. The children have access to a large outdoor play area adjacent to the school. All child care staff members were observed being nurturing toward the children.

The violations that were found are:

**R 400.8143**

**Children's records.**

(1) At the time of a child's initial attendance, a center shall obtain a child information card, using a form provided by the department or a comparable substitute, that is completed and

signed by the child's parent. The center shall keep it on file and accessible in the center.

Ms. Anderson did not ensure that all child information cards were entirely completed at the time of the child's initial attendance. 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 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.

**Technical Assistance and Consultation were provided on the following:**

- I provided guidance on individualized plans for children with chronic medical conditions including allergies and making sure this is listed on the emergency plans.
- R 400.8161(8)- Each child care staff member shall be trained at least twice a year on his or her duties and responsibilities for all emergency procedures referenced in subrule (1) of this rule.

Due to the violations, you must send us a corrective action plan by 05/02/2022. 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.

| <b>During calendar year 2021:</b>                     | <b>Total</b> |
|---|--------------|
| Number of serious injuries that occurred in facility. | <b>0</b>     |
| Number of deaths that occurred in the facility.       | <b>0</b>     |

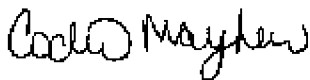
|   |   |
|---|---|
| Number of substantiated cases of abuse and/or neglect of a child that occurred at the facility. | 0 |
|---|---|

You can find a copy of this inspection letter and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when inspection 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 517-284-9730.

Per MCL 722.113g, this report and any related corrective action plans 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