



GRETCHEN WHITMER
GOVERNOR

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

Michelle Richard
DIRECTOR

Report Type : Interim
Inspection Type: Interim

Date of Inspection: 2/13/2024
Date of Report: 2/13/2024

Licensee Name(s)	License Number
Traverse City Area Public Schools	DC280395924
Capacity	Facility Name
119	TCAPS Childcare - Eastern Elementary School
Program Type	Licensee Designee(s)
Center	Kelly Ann Gignilliat Jessica L Anderson
Central Administrator(s)	Program Director(s) Name
Jessica L Anderson	Veronica Diane Dillon Qualifications: R 400.8113(7)(d) (9). Date PD Approved: 2023-11-28 Elisabeth S Ruskowski Qualifications: Date PD Approved:
Facility Address	Mailing Address
1600 Eastern Ave, Traverse City, MI, 49686	412 Webster Street, Traverse City, MI, 49686
Facility Phone Number	Facility Email Address
2319335602	andersonje@tcaps.net

Findings of the Inspection

A copy of this Interim inspection report and any associated corrective action plans is available on the Child Care Licensing Bureau [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when interim inspection reports are completed can be found under [Overview of Licensing Reports](#).

The purpose of the Interim inspection was to determine compliance with applicable licensing statutes and administrative rules for child care Center.

During the Interim inspection, licensing consultant Codie Mayhew found 1 violation. The violation is listed and explained below.

Due to the violations, the licensee/licensee designee must send the bureau a [corrective action plan](#) by 3/5/2024. The corrective action plan may be submitted in the [Child Care Hub Information Record Portal \(CCHIRP\)](#). 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.

If you have any questions regarding the report, please contact licensing consultant, Codie Mayhew, at 231-342-5006. In the event that Codie Mayhew is not available, and you need to speak to someone immediately, please contact the Child Care Licensing Bureau at 517-284-9730.

Inspection Details		
<i>Number of Rules/Statutes Reviewed</i>	<i>Number of Rules/Statute Violations</i>	<i>Number of Rules/Statutes where Technical Assistance was Provided</i>
126	1	0
<i>Number of Children's Records Reviewed : Number of Children Enrolled</i>	<i>Number of Child Care Staff Member Records Reviewed : Number of Staff Employed</i>	<i>Number of Volunteer Records Reviewed : Number of Volunteers</i>
10:	5: 28	15: 15
<i>Number of Children Observed : Number of Children Present During Inspection</i>	<i>Number of Child Care Staff Members Observed : Number of Child Care Staff Members Present During Inspection</i>	<i>Number of Volunteers Observed a: Number of Volunteers Present During Inspection</i>
39: 39	6: 6	15 : 0
<i>Licensee Interviewed</i>	<i>Program Director Interviewed</i>	<i>Child Care Staff Members Interviewed</i>
Yes	Yes	Yes

<i>Rule Number</i>	<i>Rule</i>	<i>Analysis</i>	<i>Conclusion</i>
R 400.8152(4)	Medication; administrative procedures. Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication,	During the inspection, I found an epi-pen without a pharmacy label in classroom 133.	Repeat Violation Established LSR Dated 2/28/2023 Corrective Action Plan Dated: 03/20/2023

	and must be given according to those instructions.		
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Bureau Recommendation

Upon receipt of an acceptable corrective action plan, I recommend no change to the license.

Approved By:

Codie Mayhew **02/13/2024**

Codie Mayhew Licensing Consultant	Date		
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