



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
LANSING

ORLENE HAWKS  
DIRECTOR

February 28, 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 your renewal inspection report. You can find a copy of this renewal inspection report and any associated corrective action plans on our [website](#) under [Statewide Search for Licensed Child Care Centers and Homes](#). A description of when renewal inspection reports are completed can be found under [Overview of Licensing Reports](#).

During the renewal inspection on 2/28/2023, I found 2 violations. The violations are listed below and explained in the attached report:

**R 400.8152(3) Medication; administrative procedures.**  
**R 400.8152(4) Medication; administrative procedures.**

Due to the violations, you must send us a corrective action plan by 3/19/2023. 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, a regular license will be issued. You will receive it in the mail.

<b>During calendar year 2022:</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.	<b>0</b>

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

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS  
CHILD CARE LICENSING BUREAU  
RENEWAL INSPECTION 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

**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

**Original Issuance Date:** 09/04/2018

**Capacity:** 119

**Age Range:** Ages 3 years 0 months Thru 5 years 0 months  
Ages 5 years 0 months Thru 12 years

**Program Components:** PRESCHOOL  
SCHOOL AGE  
FOOD SERVICE  
BEFORE/AFTER SCHOOL

**II. METHODS OF INSPECTION**

Date of On-Site Inspection(s): 02/28/2023  
 Date of Environmental Health Inspection: 10/14/2022  
 Date of Fire Safety Inspection: 01/03/2023  
 Date of Lead Hazard Risk Assessment, if applicable: N/A  
 Date of Documentation of Playground Compliance, if applicable: 08/29/2018

		No. of Records Reviewed
No. of children enrolled in care	TBD	16
No. of staff employed	14	5
No. of volunteers	0	0
No. of children present at time of inspection	72	
No. of staff present at time of inspection	11	
No. of volunteers present at time of inspection	0	
No. of children interviewed/observed	72	
Persons Interviewed:	Licensee/Licensee Designee	<input checked="" type="checkbox"/>
	Program Director	<input checked="" type="checkbox"/>
	Caregiving staff	<input checked="" type="checkbox"/>

Approved Child Use Space: Classrooms 131, 132, 133, 142, 145, 148, the gymnasium, the cafeteria and office room 106.  
 Approved Program Director: Veronica Dillon  
 Approved Central Administrator: Jessica Anderson  
 Approved Variances: None  
 Key Indicator Inspection: No

**III. DESCRIPTION OF FINDINGS & CONCLUSIONS**

This renewal inspection involved a review of all applicable child care center administrative rules and statutes. Verification of compliance included direct observations of the physical environment and the program, discussions with staff, and a review of the center’s records, including staff records and children’s records. Staff records include background checks and training information. Children’s records include child information cards, physical examination dates, and immunizations.

During the inspection, I observed the two preschool classrooms and the afterschool program. While onsite, I observed lunch, nap time, programming, and the afterschool program. Each classroom was compliant with ratio requirements and maximum group sizes. Each classroom had a sufficient amount of developmentally age-appropriate equipment and toys accessible to the children. All child care staff members were found to be nurturing toward the children. I observed staff enforcing

handwashing rules and assisting children with falling to sleep. The outdoor play area is fenced in and it features a climber with a slide, a sandbox, and swings.

During the inspection, the center was found to be in compliance with all applicable rules and statutes except for the following violations:

**R 400.8152 Medication; administrative procedures.**

(3) All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all nonprescription topical medications described in subrule (8) of this rule.

Ms. Anderson did not ensure that all medication was in its original container. During the inspection, I observed an epi-pen not in its original container in classroom 132.

**R 400.8152 Medication; administrative procedures.**

(4) 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, and must be given according to those instructions.

Ms. Anderson did not ensure that all prescription medication had a pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and was given according to those instructions. In classroom 132, I found an epi-pen without a pharmacy label.

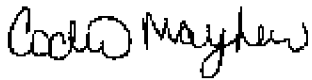
**Technical Assistance and Consultation were provided on the following:**

- I provided guidance on having a parent update the child information card to include a newly diagnosed allergy.
- I provided guidance during the afterschool program on maximum group, transitions, and having a staff member stationed by the cafeteria entrance adjacent to the lobby.
- Please ensure that all plastic storage bags are not accessible to children in the classroom.
- **R 400.8161(2)(h)- Technical Assistance:** Please identify who is responsible for grabbing a child's emergency medications on the child's individual chronic medical condition plan during fire, tornado, and crisis management drills.

- **R 400.8340(3)-Technical Assistance:** Breast milk, formula, milk, other beverages, and food furnished in a same-day supply s must be covered and labeled with the child's first and last name and the date.

#### IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, I recommend the issuance of a regular license.



02/28/2023

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Codie Mayhew  
Licensing Consultant

Date