

Camp Licensing Overview

Introduction to Children's and
Adult Foster Care Camps

Objectives

- Define Children's Camps
- Define License types
- Describe the steps and processes for obtaining a license
- Outline the Licensing Rules and available resources
- Describe Licensing inspections
- Describe the role of a LARA camp licensing consultant
- Provide answers to frequently asked questions

How do we Define a Children's Camp?

Reference Camp Licensing Rules page iii

Residential, day, troop, or travel camp that provides care and supervision,

Conducted in a natural environment for more than 4 children,

Apart from the children's parents, relatives, or legal guardians,

For 5 or more days in a 14-day period.

Rule 106 Applicability

A camp begins operating when the camp assumes responsibility (In loco parentis) for the campers.

Day camp:

operates more than **4 hours but less than 24 hours** per day for **5 or more days in any 14-day period.**

Residential, Travel, or Troop camp:

operates for **more than 12 hours** per day for **5 or more days**, including at least 1 overnight, **in ANY 14-day period.**

*Applies to all children's and adult foster care camps.
Reference [Camp Licensing Rules](#) page 2*

5 Types of Camps

Day

- Provides care more than 4 but less than 24 hours a day.

Residential

- Provides care on a 24-hour basis at a regulated camp site.

Adult Foster Care

- Provides care for more than 4 adults who shall be provided foster care for 2 consecutive weeks.

Travel

- Provides care on a 24-hour basis that is not stationed at a specified camp site.

Troop

- Sponsored by the Boy Scouts of America or the Girl Scouts of the USA.
- Provides care on a 24-hour basis.
- Not stationed at a specific campsite.

Status Types of a License

Original, Provisional, and Regular

An **Original License** is granted when a **NEW** camp's policy and procedures demonstrates the ability to comply with licensing requirements



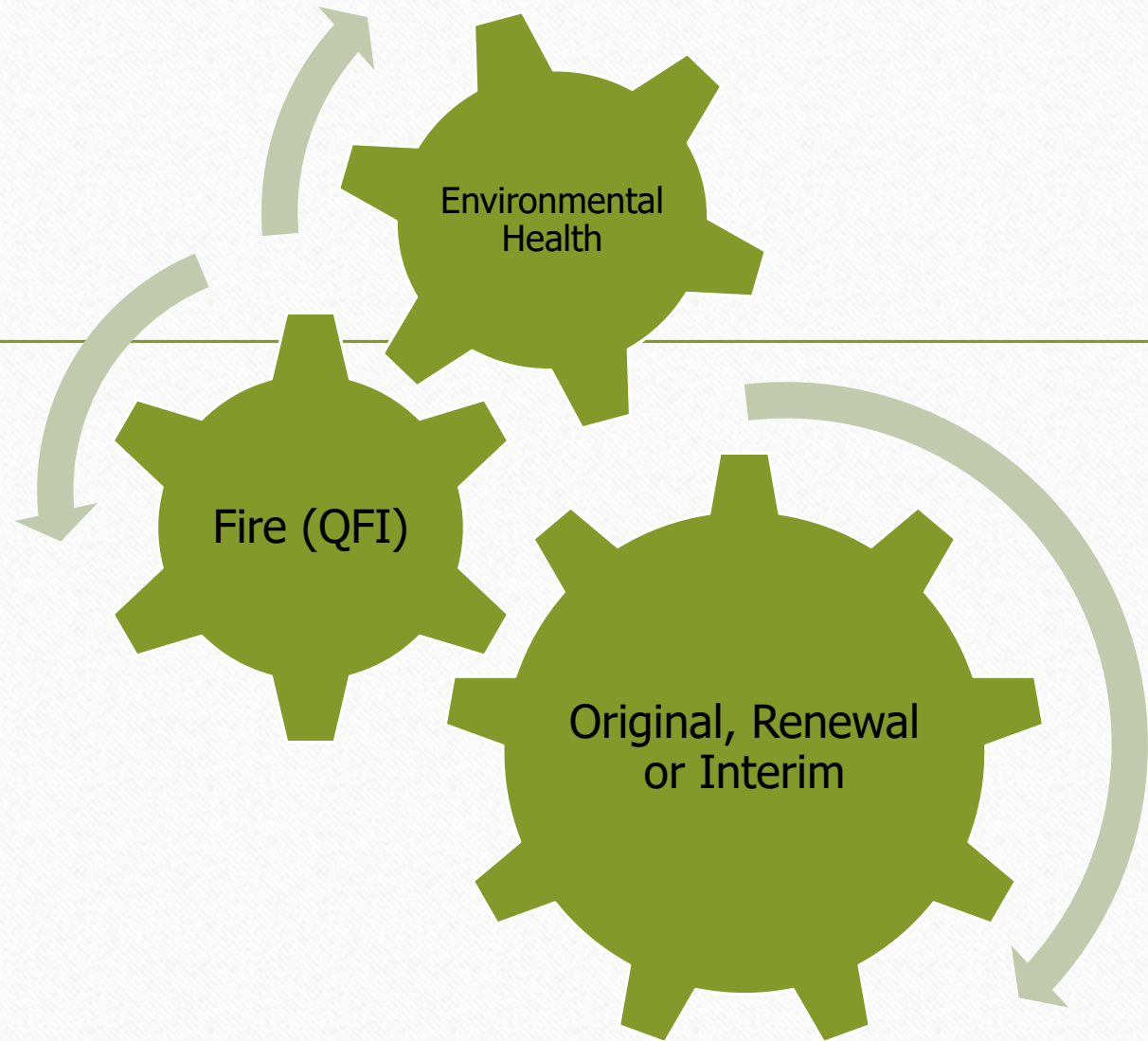
A **Provisional License*** is issued for 6 months of an original license.



A **Regular 2 year License** is issued once an onsite inspection, during a camp session, results in demonstrated compliance.

** A provisional license is also issued when a camp is temporarily unable to conform to licensing requirements.*

Types of Inspection



How to Obtain an Original License...

Step 1

Complete and submit a **Site and/or Program Application** and a **Livescan Fingerprint Background Check Request** with the **Fee**.

APPLICATION TYPE FEE FOR ORIGINAL PROGRAM/SITE

Children's Camp Licensed Capacity 5-100	\$100
Capacity 100+	\$200
Adult Foster Care Camp Licensed Capacity (ALL)	\$120

Questions? Call 866-685-0006

Application Forms...

CAMP PROGRAM LICENSE APPLICATION
Michigan Department of Licensing and Regulatory Affairs
Camp Licensing

FOR CASHIER USE ONLY – Cashier code: 100401

ORIGINAL RENEWAL INTERIM

1. Program License Number	2. Camp Type <input type="checkbox"/> Resident <input type="checkbox"/> Day <input type="checkbox"/> Travel <input type="checkbox"/> AFC <input type="checkbox"/> Troop	3. License Expiration Date
4. Camp Program Name	5. Federal Tax ID #	
6. Program Address (No. & Street)	7. County	
8. City/State/Zip Code	9. Phone Number	10. Fax Number
11. E-Mail Address	12. Web Address	
13. Name of Sponsoring Organization		
15. Address (No. & Street)		
18. City		

CAMP SITE LICENSE APPLICATION
Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems

FOR CASHIER USE ONLY – Cashier code: 100401

Original Renewal Interim

1. Site License Number	2. Camp Type <input type="checkbox"/> Resident <input type="checkbox"/> Day <input type="checkbox"/> Troop	3. License Expiration Date
4. Camp Site Name	6. County	
5. Program Address (No. & Street)	7. City/State/Zip Code	8. Phone Number
10. E-Mail Address	11. Web Address	9. Fax Number
12. Name of Sponsoring Organization	13. Federal Tax ID #	
14. Address (No. & Street)	15. Phone Number	16. Fax Number
17. City	18. State MI	19. Zip Code
20. Name of Campsite Owner	21. Federal Tax ID #	

CAMP LICENSING RECORD CLEARANCE REQUEST
STATE OF MICHIGAN
Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems

DIRECTIONS FOR COMPLETING FORM:

- You must read the accompanying instructions before completing this form and the Livescan Fingerprint Background Check Request form.
- Type or print **CLEARLY** so that the information provided can be read.
- The Livescan Fingerprint Background Check Request form and this form must be submitted to licensing together.
- Mail both completed forms to Licensing Central Office or address noted in box below.

REQUESTOR INFORMATION

Livescan Fingerprint Code Information
Camps CCI (Camp License) – Agency ID-926477

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems
P O Box 30664
Lansing, MI 48909

Licensing Consultant (if known): _____ County _____

LICENSEE/APPLICANT NAME _____ LICENSE NUMBER (if assigned) _____

LICENSING APPLICATION TYPE (CHECK ONLY ONE BOX):
 ID THE LICENSING IS (CHECK ONLY ONE BOX)
 Participant Program Director/Director Administrator

CLEARANCE INFORMATION – PRINT CLEARLY
To be completed by each person to be cleared – see the instruction page. Each person fingerprinted must complete this form and the Livescan Fingerprint Background Check Request form.

Sample Forms

Reference: [Camp Licensing Web Site](#)

How to Obtain an Original License...

Step 2

Review and become familiar with:

- ✓ Camp Licensing Rules* – [web link](#)
- ✓ Camp PROGRAM Policy Samples– [web link](#)
- ✓ Camp High Adventure Policy Samples- [web link](#)
- ✓ Good Moral Character – [web link](#)
- ✓ Child Care Organizations Act 116 of Public Act 1973 – [web link](#)

Develop and submit for review Camp Policies and Procedures* compliant with Camp Licensing Rules.

Helpful documents...

BUREAU OF COMMUNITY AND HEALTH SYSTEMS
ADULT FOSTER CARE AND CAMP LICENSING DIVISION
CHILDREN'S CAMPS AND ADULT FOSTER CARE CAMPS

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PART 1. GENERAL PROVISIONS

PART 2. FIRE SAFETY.....

PART 3. ENVIRONMENTAL HEALTH AND SAFETY.....

PART 4. HIGH ADVENTURE ACTIVITIES.....

..... R400.11101 - R400.11149

..... R400.11201 - R400.11227

..... R400.11319

Samples of Required Written Material

This document is a set of sample written materials as required by the Bureau of Community and Health Systems (BCHS) for the Camp Licensing Rules. They are not finished products but rather samples to help you in developing your own required written forms and statements. It was created to help organizations through the state licensing process. For clarification, please see the actual rule in the BCHS Licensing Rules for Children's and Adult Foster Care Camps.

The remainder of the manual contains documentation that you will need and find helpful in planning your camp. You can build a staff handbook with this information.

Good Moral Character

Division of Child Welfare Licensing



www.michigan.gov/mdhhslicensing

Reference: [Camp Licensing Web Site](#)

Understanding the Licensing Rule Book

Contents:

Forward

PART 1: General Provisions

PART 2: Fire Safety

PART 3: Environmental Health

PART 4: High Adventure Activity

Each Rule is identified by **number** and **title**; rules contain sections, sub sections and history

R 400.11113 Behavior management.

Rule 113. (1) A camp shall have and follow a written camper behavior management policy.

(2) A camp shall include in the policy methods for the positive behavior management of campers.

Anatomy of a Rule

R 400.11113 Behavior management.

← Rule Number & Title

Sub rules define compliance to the rule

Rule 113. (1) A camp shall have and follow a **written camper behavior management policy**.

(2) A camp **shall include** in the policy methods for the **positive behavior management of campers**.

(3) A camp **shall include** in the policy **a statement that a camper shall not be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to hazing ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint**.

(4) A camp shall furnished a copy of the policy to all staff members.

Rule History

History: 1984 MR 5, Eff. June 16, 1984; 1989 MR 5, Eff. June 1, 1989; 1994 MR 8, Eff. Sept. 1, 1994; 2000 MR 15, Eff. Jan. 1, 2001; 2005 HS 013 Eff. May 4, 2009

Camp Sample

Are samples to help camps develop their own required written forms and statements.

Behavior Management Policy RULE 113

1. DISCUSS WITH CAMPERS THE BASIC GROUND RULES of camp and why they are important, as well the consequences.
2. SET CABIN RULES TOGETHER. If possible, let children set their own and agree to them as a group, using your judgment as to acceptable behavior. Let them learn to be responsible for themselves. In most cases, they can set their own consequences as well and take responsibility for that, too. You may want to write a contract with groups who are having difficulty and need some guidance.
3. IF **SAFETY** IS AN ISSUE, do not haggle! State the rule and the behavior that is wrong and stop it immediately!!!
4. TO APPLY CONSEQUENCES: - BE CONSISTENT AND UNIFORM WITH ALL CAMPERS
- CHECK WITH YOUR SUPERVISOR FIRST
- BE SURE TO FOLLOW THROUGH

Reference: [Camp PROGRAM Policy Sample](#)

How to Obtain an Original License...

Step 3

When Applicable...

- ✓ Submit an Environmental Health Inspection request with the local Health Department that has jurisdiction for the camp.
- ✓ Contact an approved Qualified Fire Inspector (QFI) for site inspections.

*An "A" rating on both inspection must be achieved prior to operating camp.
Any required fee is the responsibility of the site licensee.*

Original Inspection

The decision to issue an original license is based on:

- Review of the Camp's License Application
- Achieving an "A" rating on Environmental Health Inspection and Fire Inspection
- Licensing Record Clearances
- Evaluation of Camp Policies and Procedures
- Onsite Inspection by Camp Consultant

Onsite Inspection may include...



**Policy
Review**

Site Tour

**Program
Observation**

**Staff
Interviews**

**Camper
Interviews**

Licensing Onsite Inspection

the Camp's Responsibilities

Renewal Inspection

- Submit application and payment
- Prepare written policies for onsite inspection

Interim Inspection

- Submit Interim Notification (no payment needed)
- Prepare written policies for onsite inspection

A camp may request deemed status on an annual basis if they can provide evidence that the camp is currently accredited by a nationally recognized accrediting body.

Rule 102

QFI - Fire Inspections

Applicability - adult foster care camps and children's residential camps only

- **Qualified Fire Inspectors** (QFI) must complete all fire inspections.
- The person conducting the fire safety inspection is an independent contractor.

Who

- Expect the QFI to review the findings with you prior to leaving.
- Expects to receive the written report within a reasonable amount of time.
- Requested corrective actions should be completed by the deadline given.

What

- Fire safety inspections are to be obtained by the applicant/licensee from the approved list of fire inspectors.
- Should be scheduled early in the season.
- Inspections are required every 2 years.

When

- Means of assuring that the buildings used by a licensed camp are in compliance with fire safety requirements.
- Assure safe environment are maintained by the licensee.

Why

Environmental Health Inspections

Applicability - adult foster care camps and children's residential camps and children's day camps that have private water or sewer systems or prepare meals for campers.

Inspection Request form is available on the camp licensing website.

Inspections fees are county based.

The request for inspection should be sent to the local department of jurisdiction.

Environmental Health Inspections are required every year.

Most Frequently Missed Documentation

Rule 109 (7)

Staff

*Reference Camp Licensing Rules,
page 3*

Rule 109 (10 and (11)

Pre-camp Training
and In-service
Training

*Reference Camp Licensing Rules,
page 4*

Rule 119

Health Service
Policy

*Reference Camp Licensing Rules,
page 5*

Rule 149 (5)

Fire Safety
Orientation

*Reference Camp Licensing Rules,
page 9*

Camp Health Officers

What training do they need?

Required certifications offered through The American Red Cross*

- CPR for the Professional rescuer and
- Responding to Emergencies

The Health Officer **MUST** be on duty while campers are present.



* *These certifications are the minimum requirements to be a Health Officer.*

Reference: Camp Licensing - Rule 121 page 5, Rule 122 page 6

Camp Health Officer

Day Camp (Rule 121)

If **LESS** than 20% of its camper population are with disabilities

Agreement with **EMT** that is w/in **5 minute** response time.

OR

Employ a Health Officer...

20% or MORE of the camper population are w/disabilities

A Health Officer **MUST** be one of the following:

Physician or Physician's Assistant
Nurse Practitioner
Registered or Practical Nurse
EMT or Medical First Responder
Wilderness First Responder

Camp Health Officer

Residential, Troop & Travel (Rule 122)

If **LESS** than 20% of its camper population are with disabilities

Employ Health Officer w/ minimum requirements.

OR

A Health Officer **MUST** be one of the following:

20% or **MORE** of the camper population are w/ disabilities

A Health Officer **MUST** be one of the following:

Physician or Physician's Assistant
Nurse Practitioner
Registered or Practical Nurse
EMT or Medical First Responder
Wilderness First Responder

Travel/Trip Camp means a camp that provides care on a **24-hour basis that is not stationed at a specific campsite**

Health Officer Traveling/Trip Group Rule 145

**LESS than
30 mins
from EMS**

- Responding to Emergencies (RTE)
(*American Red Cross Manual 656137*)

**30-60
minutes from
EMS**

- CPR for the Professional Rescuer and RTE
(*American Red Cross Manual 652161 and 656137*)

**MORE than
60 mins
from EMS**

- Wilderness First Responder
(*NOLS Manual 16175*)

Reference: Camp Licensing – Rule 145 page 8

The Role of a Camp Consultant

Provides assistance in understanding administrative rules, licensing procedures, and forms to assist achieving compliance.

Conducts annual on-site visits to assess camp facilities.

Evaluates general health and safety of camp.

Provides reports of findings and recommends appropriate licensing status.

Partners with camp staff to provide technical assistance and consultation to achieve a common goal of improving services.

Reportable Incidents

Camps need to report the following incidents to the camp licensing consultant:

- A camper has an accident or illness that results in an overnight stay in a hospital, clinics, or being sent home.
- If a camper dies.
- If a fire occurs in a camp and results in injury, loss of life, or facility damage in excess of \$1,000.00
- **Rule 127 (9) and 227 – Incident Reporting**

When to contact a Camp Consultant

If you...

- Don't receive a renewal packet, or an Environmental Health Inspection Request Form.
- Have Livescan Fingerprinting and/or Clearance Request questions. **Rule 109**
- Have changes in - ownership, locations, dates of operation, time of operation, or cancellation of camp session. **Rule 147**
- **Feel that camper health and safety may come into question by the camp community or public sector, media; contact your consultant.**
- If you need guidance and/or interpretation of the rules.

Questions?

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www.Michigan.gov/laracamps

