CAMP PROGRAM COMPLIANCE RECORD (PART – 1) Michigan Department of Licensing and Regulatory Affairs

| Pro | gram License Number | Site License Number |] | | | | | |
|-----------------|-----------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------|--------------------------------|--------------|----------------|------|----------|
| Camp Name | | County | Camp Type | | | | | |
| Record Type Lic | | | License Status | Dates of Operation | | | | |
| Per | Person Interviewed Title | | | Date | | | | |
| | Statements which appear opposite each rule number are summaries | | | Com- | Non- Com- | Not Applic- | | |
| | and are n | ot identical to the Adı | ministrative rules of C | amps. | pliance | pliance | able | Comments |
| , N | Rule 105. A variance | from an administrative rule l, is in effect and followed . | | | | | | |
| R | 400.11107 Written p | olicies, procedures, prog | gram statements, or plans | s; review. | | | | |
| | Rule 107. All of the careview by the public | amp's policies, procedures | , program statements, or p | lans are available for | | | | |
| | , , | in a prompt and responsiv | | | | | | |
| R | 400.11109 Staff. | | | | | | | |
| | Rule 109. (1) The car day-to-day administra | mp director is on duty or is ation and assuring the care | in residence at the camp a e, safety, and protection of | and is responsible for campers | | | | |
| | (2) The camp director | r shall meet all the following | g requirements | | | | | |
| | 21 years of age | | 8 weeks experience in weepopulation served | orking with | | | | |
| | 4 weeks adminis | strative experience in |] Familiar with administrati | ve rules | | | | |
| | (3) A camp shall notif | y the department within 30 | days of employing a new | camp director | | | | |
| | (4) A substitute camp | director meets requiremen | nts of subpart (2) of this rul | e | | | | |
| | (5) A roster of all curr | ent staff members is maint | tained | | | | | |
| | (6) Staff members are | e evaluated in relation to de | uties assigned | | | | | |
| | (7) Personnel records | s, which include all of the re | equired information, exist for | or each staff member | | | | |
| | ☐ Name ☐ References (| Position Doc Conviction F | | ork History DHHS Central | | | | |
| | | ptions, which include all of ered | | | | | | |
| | Staff members have r | received a copy of their job | description | | | | | |
| | (9) A written pre-cam | p training program exists | | | | | | |
| | Training time conform | ns to the length of the cam | p's operation | | | | | |
| | (10) The content is ou | utlined in writing and includ | les | | | | | |
| | Camp philosoph policies | y, objectives and | Developmental needs an | d population served | | | | |
| | _ ' | dures related to staff | Techniques of camper su | upervision | | | | |
| | ☐ Camper behavio | - | | | | | | |
| | | ining program exists | | | | | | |
| R | 400.11111 Number o | | | | | | | |
| | , , | ensee adheres to a written | - | | | | | |
| | No. of campers: | No. of ad | ult staff: | | | | | |

| Camp Name | | | Program License Number | | | | |
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| | • • • • • • • • • • • • • • • • • • • • | e each rule number are summaries Administrative rules of Camps. | Com- pliance | Non- Com- pliance | Not Applic- able | Comments | |
| | (2) The ratio of adult staff members to campe | ers is met | | | | | |
| | Below | Handicapped ☐ Awake = 1 for 3 ☐ Sleep = 1 for 6 | | | | | |
| | At least 2 adult staff members are on duty ar | nd in camp | | | | | |
| | not serve full-time as the health officer or | mining the staff member camper ratio and does as the aquatics supervisor, in camps over 50 | | | | | |
| R | 400.11113 | | | | | | |
| | Rule 113. (1) The license has and follows a | written camper behavior management policy | $ \Box $ | П | П | | |
| | (2) Policy includes methods for the positive b | ehavior management policy | | | | | |
| | (3) The policy covers all required topics | | | | | | |
| | Camper shall not be deprived of: | | | | | | |
| | ☐ Food ☐ Sleep Subjected to: | or | | | | | |
| | ☐ Hazing ☐ Ridicule ☐ Corporal Punishment ☐ Excessive | ☐ Threat E Physical Exercise ☐ Excessive Restraint | | | | | |
| | (4) A copy of the policy is furnished to all state | ff members | | | | | |
| R | 400.11115 Protection laws | | | | | | |
| | | ritten plan to assure compliance with the child | | | | | |
| R | 400.11117 Camper Records | | | | | | |
| | Rule 117. (1) A current roster of all campers | is maintained | | | | | |
| | (2) Records for each camper are kept at the | camp and include all of the following information: . | | | | | |
| | ☐ Camper name, age, address☐ Arrival/Departure dates | ☐ Authorized person, name, address, phone ☐ Special Needs, Limitations | | | | | |
| | ` ' | been established and includes all of the required | | | | | |
| R | 400.11119 Health service policy. | | | | | | |
| | Rule 119. (1) The licensee has and follows a | n appropriate written health service policy | | | | | |
| | | lished in consultation with and review annually by | | | | | |
| | (3) The health service policy covers all of the | required content | | | | | |
| | ☐ Health Screening ☐ Emergency services/transportation ☐ First Aide and Health Care Supplies ☐ Away from site procedures ☐ Parent notification | □ Disease Prevention □ On-call consultation □ Storage/administration medications □ Daily observation □ Health Officer Staffing | | | | | |
| R | 400-11121 Health care staff: day camp | | | | | | |
| | agreement with the local emergency service | 0% campers with disabilities, the camp has an provider or an EMT or | | | | | |
| | , , , , | ed or certified | | | | | |
| | officer is on duty and properly licensed or | ulation are campers with disabilities, the health certified | | | | | |
| | | se | | | | | |
| 1 | (4) The health officer has current CPR certific | cation | | | | | |

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| R | 400-11122 Health care staff: residential; troop; travel camp | | | | | |
| | Rule 122. (1) The health officer has current CPR certification | | | | | |
| | (2) A health officer is on duty or in residence at the camp | | | | | |
| | (3) The health officer is on duty and properly licensed or certified | | | | | |
| | (4) The health officer holds out-of-state license | | | | | |
| R | 400.11123 Health facilities. | | | | | |
| | Rule 123. (1) A resident camp and a day camp shall have a designated area to serve as a health center | | | | | |
| | (2) The temporary isolation of any person in camp who is suspected of having a contagious disease is provided | | | | | |
| | The place of isolation insures privacy and quiet and is not located in or directly adjacent to food areas | | | | | |
| | (3) Locked storage of all drugs and medication is provided | | | | | |
| R | 400.11125 Health requirements for staff. | | | | | |
| | Rule 125. (1) A health history statement for each staff member is maintained | | | | | |
| | Health information is properly maintained and safeguarded | | | | | |
| R | 400.11127 Health requirements for campers | | | | | |
| | Rule 127. (1) For each camper, a statement signed by an authorized person is maintained which authorizes the camp to consent to emergency and routine medical care | | | | | |
| | (2) A health history statement which includes all the required information signed by an authorized person for each camper, is maintained in the camp | | | | | |
| | ☐ Current drugs or medications☐ Allergies☐ Physical limitations☐ Immunization status☐ Any special health and behavioral considerations | | | | | |
| | (3) Health information is properly maintained and safeguarded | | | | | |
| | (4) Camper health cards are maintained for three years | | | | | |
| | (5) Camp follows health and behavioral instructions | | | | | |
| | (6) During off-site overnight activities, the medical treatment consent form, the health history statement, and the emergency contact information accompanies the camper | | | | | |
| | (7) Campers are screened within the first 24 hours | | | | | |
| | The health screening includes all of the required content | | | | | |
| | ☐ Medication(s) check-in ☐ Medication(s) in original containers ☐ Campers needs discussion ☐ Health history review ☐ Physical state observation | | | | | |
| | (8) A permanent medical record which lists all required information, is maintained | | | | | |
| | ☐ Date ☐ Name ☐ Ailment ☐ Treatment ☐ Treater | | | | | |
| | (9) A written report is submitted in the event of the death of a camper or when a camper accident or illness results in an overnight stay in a hospital | | | | | |
| R | 400.11131 Nutrition and food service. | | | | | |
| | Rule 131. (1) The licensee has and follows an appropriate written policy for the nutrition and food service program | | | | | |
| | The policy covers all of the required subjects | | | | | |
| | ☐ Meal pattern ☐ Meal hours ☐ Service type ☐ Special diets | | | | | |

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| | (2) At least 3 meals are served each day in a resident or travel camp | | | | |
| | (3) Meals meet the nutritional allowances as recommended | | | | |
| | Meals are of sufficient quantity | | | | |
| | (4) Special dietary needs are provided for in accordance with instruction from the camper's authorized person or a physician | | | | |
| | (5) Each week's menu is maintained on file | | | | |
| R | 400.11133 High adventure activities | | | | |
| | Rule 133. (1) Campsite licensee complies with the high adventure rules for each high adventure activity | | | | |
| | (2) Camp program licensee, at an unlicensed site, complies with the high adventure rules for each high adventure activity | | | | |
| R | 400.11143 Transportation policy statement; vehicles and drivers; hayrides; watercraft. | | | | |
| | Rule 143. (1) The licensee has established and follows written policies for program and emergency transportation | | | | |
| | The policies include all of the required content | | | | |
| | □ Driver qualifications□ Vehicle inspection□ Supervision□ Emergency evacuation□ Loading/unloading | | | | |
| | (2) The driver of any vehicle transporting campers is an adult and possesses a properly classified and valid license | | | | |
| | $(3) \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \$ | | | | |
| | (4) The driver and all passengers are properly restrained by the use of passenger safety belts \dots | | | | |
| | (5) Campers are transported only in vehicles designed for passenger transportation | | | | |
| | A hay wagon used for hayrides is properly outfitted and utilized | | | | |
| | (6) A vehicle is available at all times in a resident camp or a day camp for emergency use | , \square | | | |
| | (7) Watercraft used to transport campers have a rated capacity | | | | |
| R | 400.11145 Traveling groups. | | | | |
| | Rule 145 (1) 2 staff members, at least one adult, accompany any group | | | | |
| | (2) A travel plan with itinerary and pre-established check-in times is on file at the resident camp for a group of campers traveling away from the resident camp | | | | |
| | (3) A staff member has training and certification based on availability of emergency medical services | | | | |
| R | 400.11146 Travel and troop camps. | | | | |
| | Rule 146 (1) A travel plan that includes the itinerary and pre-established check-in times is left with a designated home base person | | | | |
| | (2) A copy of the itinerary and the name and telephone number of the home base person is provided to the department and to each campers authorized person | | | | |
| | (3) A pre-established emergency assistance plan is initiated upon the failure of a travel camp to meet a check-in time | | | | |
| R | 400.11147 Reporting changes or cancellations to department. | | | | |
| | Rule 147. A change or cancellation is reported by the licensee to the department | | | | |
| R | 400.11149 Site; emergency procedures; plans; use of facilities; equipment; fire drills. | | | | |
| | Rule 149. (1) The site and facilities of the camp do not present a fire, health or safety hazard | | | | |
| | (2) Written procedures for response to potential emergencies and disasters have been established | | | | |
| | (3) The camp uses a campsite and facilities which comply with these administrative rules | | | | |

| Camp Name | | Program License Number | | | |
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| Statements which appear opposite each rule number are and are not identical to the Administrative rules of Career and are not identical to the Administrative rules of Career and are not identical to the Administrative rules of Career and Care | | Com- pliance | Non- Com- pliance | Not Applic- able | . Comments |
| (4) Equipment used in the camp is in good repair and is safe for campers | | | | | |
| (5) Fire safety orientations are conducted for each new group of campers | | | | | |
| A written record of orientations is maintained | | | | | |
| STAFF NA | .1 | | | | |
| HEALTH OFFICER | AQUATICS SU | PERVIS | OR | | |
| Name | | | | | |
| Qualifications | | | | | |
| CITE RULE VIOLATIONS AND MEANS | OF CORRECTIO | N | | | RECOMMENDED CORRECTION DATE |
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| Consultant's Signature | Time Arrived | Time | Departed | | Date |
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| LARA is an equal opportunity employer/program. DISTRIBL PART 1 - PART 2 - | | | | BUTION: – Licensing Consultant – Applicant/Licensee | |