

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

Program License Number	Site License Number		
Camp Name	County	Camp Type	
Record Type	License Status	Dates of Operation	
Person Interviewed	Title		Date

Statements which appear opposite each rule number are summaries and are not identical to the Administrative rules of Camps.	Compliance	Non-Compliance	Not Applicable	Comments
R 400.11105 Variance from rules Rule 105. A variance from an administrative rule including any conditions under which the variance was granted, is in effect and followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R 400.11107 Written policies, procedures, program statements, or plans; review. Rule 107. All of the camp's policies, procedures, program statements, or plans are available for review by the public Inquiries are handled in a prompt and responsive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R 400.11109 Staff. Rule 109. (1) The camp director is on duty or is in residence at the camp and is responsible for day-to-day administration and assuring the care, safety, and protection of campers (2) The camp director shall meet all the following requirements <input type="checkbox"/> 21 years of age <input type="checkbox"/> 8 weeks experience in working with population served <input type="checkbox"/> 4 weeks administrative experience in an organized camp <input type="checkbox"/> Familiar with administrative rules (3) A camp shall notify the department within 30 days of employing a new camp director (4) A substitute camp director meets requirements of subpart (2) of this rule (5) A roster of all current staff members is maintained (6) Staff members are evaluated in relation to duties assigned (7) Personnel records, which include all of the required information, exist for each staff member <input type="checkbox"/> Name <input type="checkbox"/> Position Documentation <input type="checkbox"/> Work History <input type="checkbox"/> References (3) <input type="checkbox"/> Conviction Record <input type="checkbox"/> MDHHS Central (8) Written job descriptions, which include all of the required information, exist for each staff classification covered Staff members have received a copy of their job description (9) A written pre-camp training program exists Training time conforms to the length of the camp's operation (10) The content is outlined in writing and includes <input type="checkbox"/> Camp philosophy, objectives and policies <input type="checkbox"/> Developmental needs and population served <input type="checkbox"/> Operating procedures related to staff member duties <input type="checkbox"/> Techniques of camper supervision <input type="checkbox"/> Camper behavior management (11) An in-service training program exists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R 400.11111 Number of staff. Rule 111. (1) The licensee adheres to a written staffing schedule No. of campers: _____ No. of adult staff: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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(2) The ratio of adult staff members to campers is met.....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<table border="0"> <tr> <td><u>Below</u></td> <td><u>13 or Older</u></td> <td><u>Handicapped</u></td> </tr> <tr> <td><input type="checkbox"/> Awake = 1 for 10</td> <td><input type="checkbox"/> 1 for 14</td> <td><input type="checkbox"/> Awake = 1 for 3</td> </tr> <tr> <td><input type="checkbox"/> Sleep = 1 for 14</td> <td></td> <td><input type="checkbox"/> Sleep = 1 for 6</td> </tr> </table>				<u>Below</u>	<u>13 or Older</u>	<u>Handicapped</u>	<input type="checkbox"/> Awake = 1 for 10	<input type="checkbox"/> 1 for 14	<input type="checkbox"/> Awake = 1 for 3	<input type="checkbox"/> Sleep = 1 for 14		<input type="checkbox"/> Sleep = 1 for 6				
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<input type="checkbox"/> Sleep = 1 for 14		<input type="checkbox"/> Sleep = 1 for 6														
At least 2 adult staff members are on duty and in camp				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(3) The camp director is not included in determining the staff member camper ratio and does not serve full-time as the health officer or as the aquatics supervisor, in camps over 50 campers.....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
R 400.11113																
Rule 113. (1) The license has and follows a written camper behavior management policy				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(2) Policy includes methods for the positive behavior management policy.....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(3) The policy covers all required topics				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Camper shall not be deprived of:																
<input type="checkbox"/> Food <input type="checkbox"/> Sleep or <input type="checkbox"/> Placed Alone																
Subjected to:																
<input type="checkbox"/> Hazing <input type="checkbox"/> Ridicule <input type="checkbox"/> Threat																
<input type="checkbox"/> Corporal Punishment <input type="checkbox"/> Excessive Physical Exercise <input type="checkbox"/> Excessive Restraint																
(4) A copy of the policy is furnished to all staff members				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
R 400.11115 Protection laws																
Rule 115. The licensee has implemented a written plan to assure compliance with the child protection law and the adult protection law.....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
R 400.11117 Camper Records																
Rule 117. (1) A current roster of all campers is maintained				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(2) Records for each camper are kept at the camp and include all of the following information: .				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/> Camper name, age, address <input type="checkbox"/> Authorized person, name, address, phone																
<input type="checkbox"/> Arrival/Departure dates <input type="checkbox"/> Special Needs, Limitations																
(3) A written plan for release of campers has been established and includes all of the required information.....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
R 400.11119 Health service policy.																
Rule 119. (1) The licensee has and follows an appropriate written health service policy				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(2) The health service policy has been established in consultation with and review annually by a licensed physician.....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(3) The health service policy covers all of the required content				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/> Health Screening <input type="checkbox"/> Disease Prevention																
<input type="checkbox"/> Emergency services/transportation <input type="checkbox"/> On-call consultation																
<input type="checkbox"/> First Aid and Health Care Supplies <input type="checkbox"/> Storage/administration medications																
<input type="checkbox"/> Away from site procedures <input type="checkbox"/> Daily observation																
<input type="checkbox"/> Parent notification <input type="checkbox"/> Health Officer Staffing																
R 400-11121 Health care staff: day camp																
Rule 121. (1) In a day camp with less than 20% campers with disabilities, the camp has an agreement with the local emergency service provider or an EMT or				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
A health officer is on duty and properly licensed or certified				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(2) In a camp where 20% of the camper population are campers with disabilities, the health officer is on duty and properly licensed or certified.....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(3) The health officer holds out-of-state license.....				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
(4) The health officer has current CPR certification				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										

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(2) At least 3 meals are served each day in a resident or travel camp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(3) Meals meet the nutritional allowances as recommended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Meals are of sufficient quantity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(4) Special dietary needs are provided for in accordance with instruction from the camper's authorized person or a physician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(5) Each week's menu is maintained on file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
R 400.11133 High adventure activities							
Rule 133. (1) Campsite licensee complies with the high adventure rules for each high adventure activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(2) Camp program licensee, at an unlicensed site, complies with the high adventure rules for each high adventure activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
The policies include all of the required content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Driver qualifications <input type="checkbox"/> Vehicle inspection <input type="checkbox"/> Supervision							
<input type="checkbox"/> Emergency evacuation <input type="checkbox"/> Loading/unloading							
(2) The driver of any vehicle transporting campers is an adult and possesses a properly classified and valid license	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(3) Vehicles used for the transportation of campers are appropriately licensed and inspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(4) The driver and all passengers are properly restrained by the use of passenger safety belts ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(5) Campers are transported only in vehicles designed for passenger transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
A hay wagon used for hayrides is properly outfitted and utilized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(6) A vehicle is available at all times in a resident camp or a day camp for emergency use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(7) Watercraft used to transport campers have a rated capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
R 400.11145 Traveling groups.							
Rule 145 (1) 2 staff members, at least one adult, accompany any group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(3) A staff member has training and certification based on availability of emergency medical services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(3) A pre-established emergency assistance plan is initiated upon the failure of a travel camp to meet a check-in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
R 400.11147 Reporting changes or cancellations to department.							
Rule 147. A change or cancellation is reported by the licensee to the department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(2) Written procedures for response to potential emergencies and disasters have been established	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
(3) The camp uses a campsite and facilities which comply with these administrative rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

