

# Quick Guide to Children's Day Camp Licensing in Michigan

This guide provides general information and requirements that must be completed in order to become licensed as a children's day camp.



Reading the laws and licensing rules will provide the requirements for camp operations in Michigan. Public Act 116, the Licensing Rules for Children's Camps can be found at

[www.michigan.gov/mileapcamps](http://www.michigan.gov/mileapcamps)



**Camp Licensing Unit**

**P.O. Box 30837**

**Lansing, MI 48909**

**517-284-0146**

# Steps for Children's Day Camp and Campsite License

## Step 1: Find a Location

The first step in the process of opening a day camp is finding a location (campsite). When looking at locations, it is important to keep the following in mind:

- Does the location include natural environment and is sufficient for at least 51% of programming outdoors?
- Are there enough toilets and sinks?
- Is the building and premises in good condition?
- Is there sufficient shelter for emergencies?
- Are the site hazards managed and safe for campers?
- Are there natural or man-made features for outdoor activities located at the campsite?

## Step 2: Local Requirements

Applicants should check with their local zoning boards, townships, and fire marshal. Some communities have their own requirements for a day camps beyond what the department requires. This may include steps such as local permits, certificates of occupancy, or special zoning approvals before a day camp/campsite can open for operation.

## Step 4: Fingerprinting

The following individuals associated with a licensed day campsite need to be fingerprinted and must have a comprehensive background check:

- Applicants/Licensees
- Administrator/Camp Director
- Program Director/Asst. Camp Director

Complete comprehensive background checks and fingerprints after your application and fee are submitted. Request the Comprehensive Background Check forms (BCAL 1326/RI030) from the camp licensing unit.

**Camp administrative rules do not require completion of a qualified fire inspection for day camps.**

**However, an Environmental Health Inspection prior to original issuance may be required if the campsite has private well/septic or prepare food .**

## Step 3: Apply

The day campsite and program license applications must be completed and submitted with the application fees. The fee is non-refundable.

The applications are downloaded from the camp licensing website at

**[www.michigan.gov/mileapcamps](http://www.michigan.gov/mileapcamps)**  
within "[apply to operate a camp](#)".

**Complete instructions and applications for both day camp and campsite.**

**Submit applications and fees (check/money order) by mail to the Camp Licensing Unit.**

**Important Note: all day camp programs need to operate at a licensed day campsite.**



# Steps for a Children's Day Camp and Campsite License

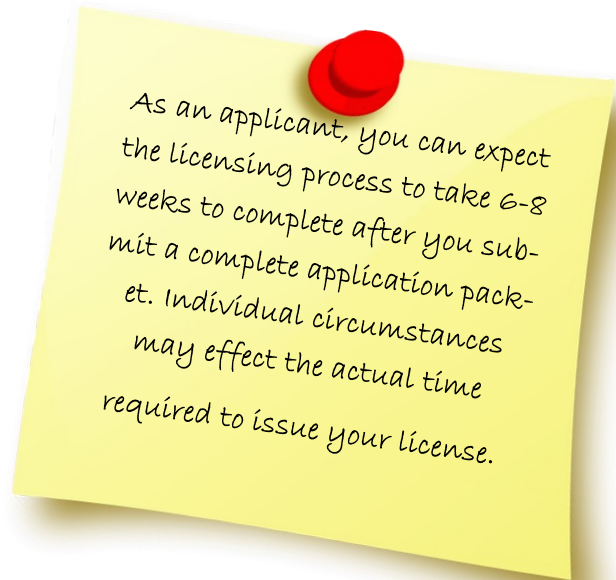
## Step 5: Site Inspection

Your camp licensing consultant will schedule an on-site inspection.

During the inspection, your consultant will:

- Inspect your campsite for compliance with the rules and laws.
- Discuss the terms of your license such as ages served, hours of operation, and capacity.
- Answer any questions you may have.

If there are things in the environment or paperwork that need to be corrected, your licensing consultant will create a corrective action plan with you. To verify the corrections were made, another inspection or electronic documentation may be required before the license is issued.



## Step 6: Document Review

- Review your all your policies/forms/procedures including your high adventure statements, behavior management policy, and emergency procedures.
- A camp licensing consultant will be assigned to review and provide technical assistance in the development of policies/procedures/records.

Technical Assistance for required policies can be found on the camp licensing website at the following link:

[Required Camp Policies and Documents Guidance](#)

## Step 7: Original License(s)

Once it has been determined that you are in compliance with the rules and the law, you will be issued a 6-month original license for day camp and day campsite. During your camp operation an interim inspection will occur to determine ongoing compliance.

Prior to the expiration of the 6 month original license, you will receive a renewal application packet. After you submit a complete renewal application and renewal fee, an on-site inspection will occur during the next operating season. If you are found to be in compliance with the rules and law, you will then be issued a regular license that is valid for 2 years.

[www.michigan.gov/mileapcamps](http://www.michigan.gov/mileapcamps)