



New Camp Director Orientation

Orientation to Camp Licensing in the State of Michigan



Learning Objectives

1. Participants will receive an overview of camp licensing.
2. Participants will learn what the minimum safety standards as outlined in the administrative rules for camp PROGRAM and SITE operations within the State of Michigan.
3. Participants will learn how to apply the administrative rules to their unique camp setting.



Camp Licensing Website Navigation

We have designed the camp licensing website to be the first place to go for all camp licensing information and forms.

www.Michigan.gov/laracamps



Camp Administrative Rules Overview

LICENSING RULES FOR CHILDREN'S CAMPS AND ADULT FOSTER CARE CAMPS

Effective Date: 5/4/2009

BUREAU OF COMMUNITY AND HEALTH SYSTEMS



STATE OF MICHIGAN
Department of Licensing and Regulatory Affairs

www.michigan.gov/bchs

Rules and Statutes Link

Act 116 of 1973

[friendly link](#) [Printer Friendly](#) [bills affecting](#) [Index and updates](#)

Search within this Statute for

CHILD CARE ORGANIZATIONS

Act 116 of 1973

AN ACT to provide for the protection of children through the licensing and regulation of child care organizations; to provide for the establishment of standards of care for child care organizations; to prescribe powers and duties of certain departments of this state and adoption facilitators; to provide penalties; and to repeal acts and parts of acts.


History: 1973, Act 116, Eff. Mar. 29, 1974 ;-- Am. 1994, Act 209, Eff. Jan. 1, 1995 ;-- Am. 1997, Act 165, Eff. Mar. 31, 1998
Compiler's Notes: For transfer of powers and duties pertaining to children's camp, child care center, day care center, family day care home, and group day care home licensing and regulation from department of human services to department of licensing and regulatory affairs, see E.R.O. No. 2015-1, compiled at MCL 400.227. For transfer of powers and duties relative to the licensing and regulation of child caring institutions, child placing agencies, foster family homes, foster family group homes, and court-operated facilities from department of licensing and regulatory affairs to the department of health and human services, see E.R.O. No. 2018-6, compiled at MCL 722.110.

Popular Name: Act 116
Popular Name: Child Care Licensing Act

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The People of the State of Michigan enact:

Document	Type	Description
Section 722.111	Section	Definitions.
Section 722.111a	Section	Concurrent licensing as adult foster care family home or adult foster care small group home; additional children; combined licensed capacity; limitation; definitions.
Section 722.112	Section	Rules; ad hoc committee; restrictions; review.
Section 722.112a	Section	Child caring institution, foster family home, foster family group home, child care center, group child care home, and family child care home; individual certified in first aid and cardiopulmonary resuscitation; applicability of MCL 722.125.
Section 722.112b	Section	Definitions; scope.
Section 722.112c	Section	Personal restraint or seclusion; use in child caring institution contracting with community mental health services program or prepaid inpatient health plan; education, training, and knowledge.
Section 722.112d	Section	Personal restraint or seclusion; use; limitations; requirements; order; evaluation; face-to-face assessment; definitions.
Section 722.112e	Section	Personal restraint or seclusion; release; documentation; record; notification; debriefing; report of serious occurrence; annual report.



MICHIGAN LEGISLATURE
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Senate: Adjourned until Wednesday, January 13, 2021

[Home](#) [Register](#) [Why Register?](#) [Login](#) [New!](#) [Help](#)

[NAVIGATE STATUTES](#)
MCL Chapter Index
Chapter 400
Act 218 of 1979

Act 218 of 1979
[friendly link](#) [Printer Friendly](#) [bills affecting](#) [Index and updates](#)
Search within this Statute for

Legislature
Bills
Appropriation Bills (Passed)
Calendars
Committees
Committee Bill Records
Committee Meetings
Concurrent Resolutions
Initiatives/Alternative Measures
Joint Resolutions
Journals
Legislators
Public Act (Signed Bills)
Resolutions
Rules
Session Schedules
Search - Basic
Search - Advanced

ADULT FOSTER CARE FACILITY LICENSING ACT
Act 218 of 1979
AN ACT to provide for the licensing and regulation of adult foster care facilities; to provide for the establishment of standards of care for adult foster care facilities; to prescribe powers and duties of the department of licensing and regulatory affairs and other departments; to prescribe certain fees; to prescribe penalties; and to repeal certain acts and parts of acts.
History: 1979, Act 218, Eff. Mar. 27, 1980 ;-- Am. 1992, Act 176, Imd. Eff. July 23, 1992 ;-- Am. 2016, Act 525, Eff. Apr. 9, 2017
Compiler's Notes: For transfer of powers and duties pertaining to adult foster care, adult foster care facility, adult foster care camp, adult camp, adult foster care family home, and adult foster care group home licensing and regulation from department of human services to department of licensing and regulatory affairs, see E.R.O. No. 2015-1, compiled at MCL 400.227. For transfer of powers and duties pertaining to children's camp, child care center, day care center, family day care home, and group day care home licensing and regulation from department of human services to department of licensing and regulatory affairs, see E.R.O. No. 2015-1, compiled at MCL 400.227.

Laws
Basic MCL Search
Advanced MCL Search
Public Act MCL Search
Michigan Constitution
Chapter Index
Executive Orders
Executive Reorgs
Historical Documents
MCL Tables
Often Req Laws
Req Outdated Acts

Document	Type	Description
Section 400.701	Section	Short title.
Section 400.702	Section	Meanings of words and phrases.
Section 400.703	Section	Definitions; A.
Section 400.704	Section	Definitions; C to F.
Section 400.705	Section	Definitions; G to N.
Section 400.706	Section	Definitions; P to Q.
Section 400.707	Section	Definitions; R to T.

[More](#)



Other Camp Related Considerations

Campground licensing is regulated by the Department of Environment, Great Lakes, and Energy (EGLE)

Camps with a pool require a pool inspection by EGLE

Ski and Amusement Safety Division in the Bureau of Construction Code

Food Service Establishment-Food Law

Public Health Code

Child Protection Law 238 of 1975



What is a Children's Camp?

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.

5 Camp PROGRAM Types of Camp PROGRAMS

Day

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

Residential

- Provides care on a 24-hour basis at a regulated campsite.

Adult Foster Care Camp

- Provides care for more than 4 adults who shall be provided foster care for 2 consecutive weeks. [MCL 400.703(2)]

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.

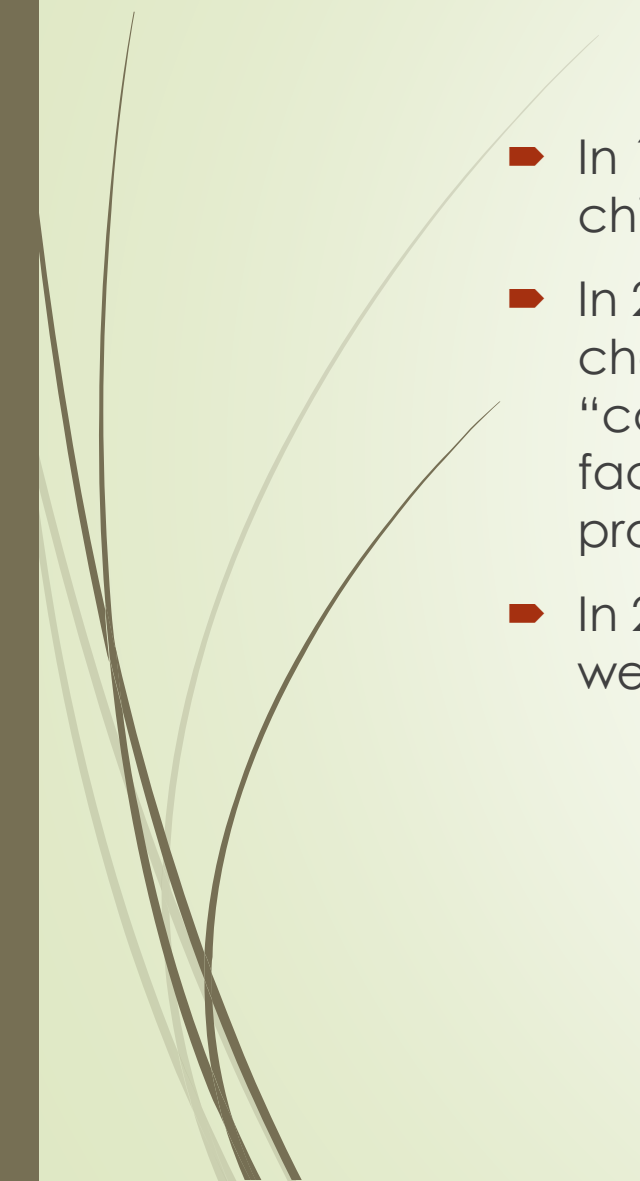


Why are there two licenses? The camp license (PROGRAM) and the campsite license (SITE)?





History of the two camp licenses

- In 1973, PA 116 “Child Care Organizations Act” was passed to regulate child care organizations which includes children’s camps.
 - In 2007, PA 217 added “campsite” to PA 116 definitions MCL 722.111. This change created the two-license requirement. The reason for adding the “campsite” definition was the recognition that more and more camp facilities were renting to other organizations who operated their own programs. A good example is a band camp operating at a camp facility.
 - In 2009, the Licensing Rules for Children’s and Adult Foster Care Camps were revised to include the changes.
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LICENSING RULES FOR CHILDREN'S CAMPS AND ADULT FOSTER CARE CAMPS

Effective Date: 5/4/2009

BUREAU OF

BUREAU OF COMMUNITY AND HEALTH SYSTEMS ADULT FOSTER CARE AND CAMP LICENSING DIVISION

CHILDREN'S CAMPS AND ADULT FOSTER CARE CAMPS

CONTENTS

Forward

PART 1. GENERAL PROVISIONS	R400.11101 - R400.11149
PART 2. FIRE SAFETY.....	R400.11201 - R400.11227
PART 3. ENVIRONMENTAL HEALTH AND SAFETY	R400.11301 - R400.11319
PART 4. HIGH ADVENTURE ACTIVITIES.....	R400.1104 - R400.11413

What are the differences between a children's camp (PROGRAM) and a campsite (SITE)?

- A "children's camp" (PROGRAM) means a residential, day, troop, or travel camp that provides care and supervision and is 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. MCL.722.111(1)(e).
- PART 1: General Provisions (R 400.11101-R400.11149) and at times PART 4: High Adventure Activities. (R 400.11401-R 400.11413) of the administrative rules apply.
- A "Camp" license (CR, CD, CT, CV, AC) is issued.
- Residential, Day, and AFC camps need to operate at a licensed "campsite". R400.11149(3)
- A "children's campsite" (SITE) means the outdoor setting where a children's residential or day camp is located. MCL 722.111(1)(f)
- PART 2: Fire Safety (R400.11201-R400.11227), PART 3: Environmental Health and Safety (R400.11301-R400.11319), and PART 4: High Adventure Activities (R400.11401-R400.11413) of the administrative rules apply.
- A "campsite" license (SR, SD) is issued.

A licensee may have both a camp (PROGRAM) license and a campsite (SITE) license.

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 regulations.



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.*

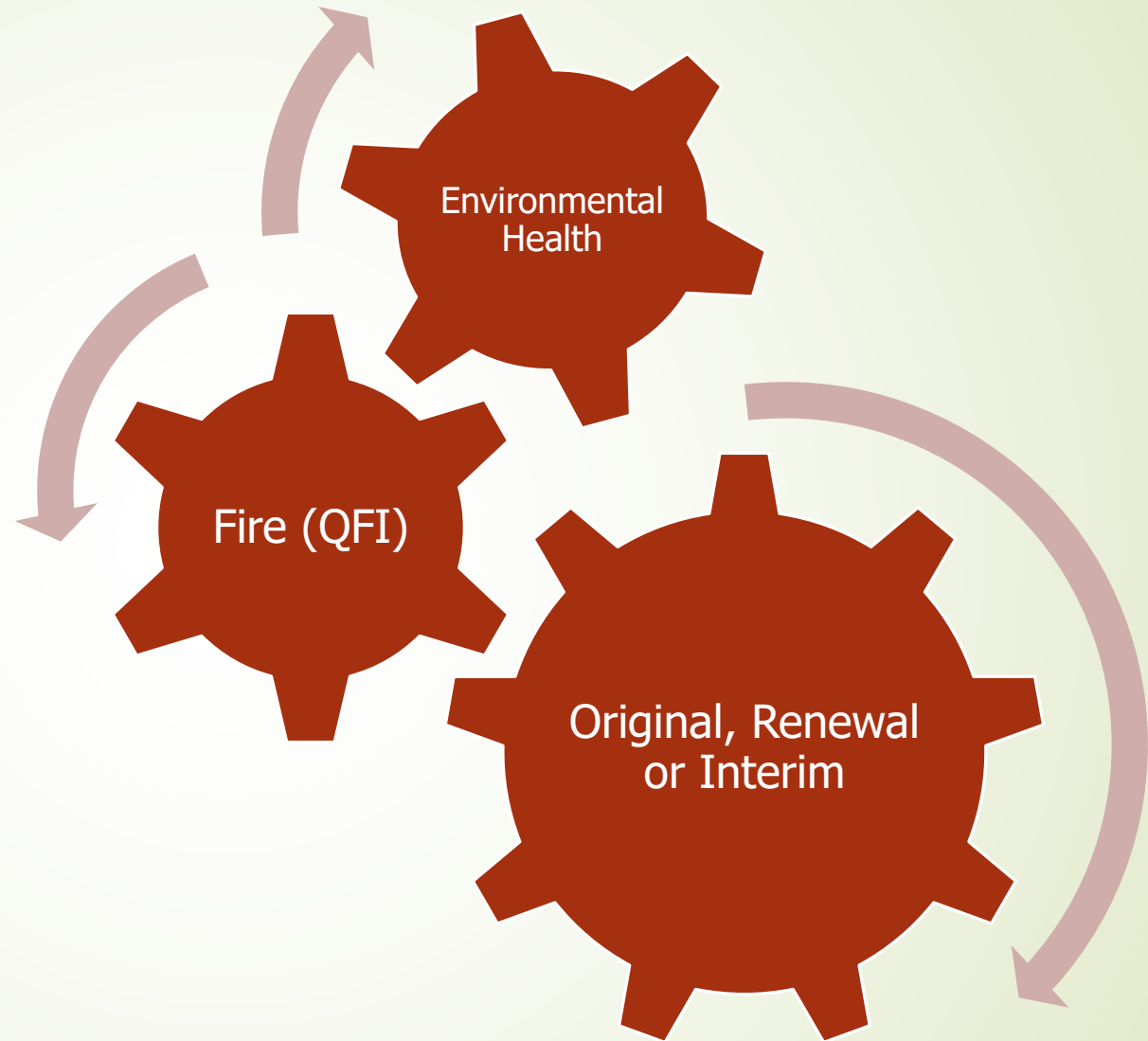


New Camp Director Background Clearances

- **New Camp Directors need to complete two important background clearances forms**
- 1) The Camp Licensing Record Clearance Request form (BCAL-1326-CAMP): This form provides the department requestor information, clearance information, and official results.
- 2) Live Scan Fingerprint Background Check Request form (RI-030): This form submits the authorization of fingerprint search for criminal records. It also allows for notification to licensing in the event of criminal charges.
- 3) Directors from out-of-state need to provide a “central registry clearance” from their state of residence.

The forms can be obtained by contacting the licensing department or your camp licensing consultant.

Types of Inspection





Licensing Onsite Inspection

the Camp's Responsibilities

Renewal Inspection

- Submit application and payment
- Prepare written policies for onsite inspection
- If change of leadership, submittal of BCAL-1326-CAMP and RI-030 livescan forms.
- Ensure completion of 3rd party inspections (QFI, EHI, Transportation, High Adventure)

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.

Interim Inspection

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


Applications and interim notifications are located on the camp licensing website. Background clearance forms can be obtained from your camp consultant or the licensing unit.

CAMP PROGRAM LICENSE APPLICATION			FOR CASHIER USE ONLY – Cashier code: 100401		
Michigan Department of Licensing and Regulatory Affairs Camp Licensing					
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> RENEWAL <input type="checkbox"/> 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	

CAMP SITE LICENSE APPLICATION			FOR CASHIER USE ONLY – Cashier code: 100401		
Department of Licensing and Regulatory Affairs Bureau of Community and Health Systems					
<input checked="" type="checkbox"/> Original <input type="checkbox"/> Renewal <input type="checkbox"/> 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					
5. Program Address (No. & Street)				6. County	
7. City/State/Zip Code			8. Phone Number		9. Fax Number
10. E-Mail Address			11. Web Address		
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. Signature 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: <ul style="list-style-type: none">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	
Michigan Department of Licensing and Regulatory Affairs Bureau of Community and Health Systems P O Box 30664 Lansing, MI 48909	
Livescan Fingerprint Code Information Camps CCI (Camp License) – Agency ID-92647T	
Licensing Consultant (if known): LICENSEE/APPLICANT NAME	
LICENSE/APPLICATION TYPE (CHECK ONLY ONE BOX): <input type="checkbox"/> Camp <input type="checkbox"/> THE PERSON BEING CLEARED IS (CHECK ONLY ONE BOX): <input type="checkbox"/> Applicant/Licensee/Designee <input type="checkbox"/> Program Director/Director <input type="checkbox"/> Administrator	
COUNTY: _____ LICENSE NUMBER (if assigned): _____	
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.	

Reference: [Camp Licensing Web Site](#)



What to expect with the annual Onsite Inspection for existing licenses? It will include...



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graph LR; A[Policy, Forms, and Documents Review] --> B[Site Tour]; B --> C[Program Observation]; C --> D[Staff Interviews]; D --> E[Camper Interviews];
```

**Policy,
Forms, and
Documents
Review**

Site Tour

**Program
Observation**

**Staff
Interviews**

**Camper
Interviews**

Camp Written Policies and Documents

Camp operators must develop and follow policies, forms, and documents that meet minimum standards required by the *Licensing Rules of Children's Camps and Adult Foster Care Camps* and statutes.

A complete list of required policies and documents can be found on the camp licensing website.

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

[LARA - Required Camp Policies and Documents Guidance \(michigan.gov\)](http://www.michigan.gov/lara)



Required Reportable Circumstances

There are several circumstances when camp operators are required to provide a written report of specific information to the Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems, Camp Licensing Division. These required *reportable circumstances* are outlined below:

Reportable Circumstances

Rule Reference

New Camp Director

R 400.11109 (3)

Accident, Illness, Incident or Fire Report

R 400.11127(9),
R 400.111227

Camp Changes: Ownership, location, dates of operation, time of operation, or cancellation of a camping season.

R 400.11147

LARA - Required Camp Policies and Documents Guidance (michigan.gov)

TIP:

Organize using a “Licensing Binder” method

Include all required policies within the binder with tabs organized by RULE #.

Also Include:

Staff Training Handbook: many camps include all policies within the training handbook with a verification signature page indicating that the staff member has been trained and understands the policies within the handbook.

Staff Records: Organization of staff files is important, and a simple file folder/staff member approach works for many camps. Electronic records are acceptable.

REQUIRED WRITTEN POLICIES	RULE REFERENCE
Camper Behavior Management Policy	R 400.11113
Child and Adult Protection Policy	R 400.11115
Camper Release Authorization Plan	R 400.11117(3)
Health Service Policy	R 400.11119
Nutrition and Food Service Program Policy	R 400.11131
Program and emergency Transportation Policy	R 400.11143
Procedures for Emergency/Disaster Response	R 400.11149, R 400.11223
Aquatic Emergency Plan	R 400.11411(4)
Supervision of Volunteers policy	MCL 722.119(4)
<i>Other policies, forms, and documents</i>	<i>Administrative Rule and Statute</i>



Camp SITE Licenses

Residential, Day, and AFC camps need to operate at licensed campsites.

Residential campsite licensees need the Qualified Fire Inspection (biannually) and the Environmental Health Inspection (EHI) (annually).

Day campsites may need the EHI if they meet applicability under rule R400.11302.

QFI - Fire Safety 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 and approved by the Department. (See link above)

Who

- Expect the QFI to review the findings with you prior to leaving.
- Expect 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 and before issuance of an original license.

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

Any new construction, major changes to buildings used by campers, or a conversion of a building to camper use needs a plan review by the Bureau of Community and Health Systems Fire Safety Unit. [See plan review process](#)



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. Contact your local county health department for fee schedule.

The request for inspection should be sent to the local county health department by May 1.

Environmental Health Inspections are required every year.

Part 4: High Adventure Activities


“A high adventure activity means a camp program that requires specially trained staff or special safety precautions to reduce the possibility of an accident” R400.11401.



High Adventure Statement Template

[R400.11401(2)]

High Adventure Statements need to cover the following:

- 
1. Activity leader training and experience qualifications
 2. Specific staff-to-camper ratio appropriate to the activity
 3. Classifications and limitations for camper participation
 4. Arrangement, maintenance, and inspection of the activity area.
 5. Appropriate equipment and the inspection and maintenance of the equipment
 6. Safety precautions



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*



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.

[Camp Consultant contact information available on the camp licensing website.](#)

When to contact a Camp Consultant

If you...

- Trouble finding paperwork on the website at www.Michigan.gov/laracamps.
- 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?

Michigan Department of Licensing and Regulatory Affairs
Bureau of Community and Health Systems
P.O. Box 30664
Lansing, MI 48909-8164
866-685-0006

www.Michigan.gov/laracamps

