

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



Camp Licensing Unit

P.O. Box 30664

Lansing, MI 48909

1-866-685-0006

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 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.



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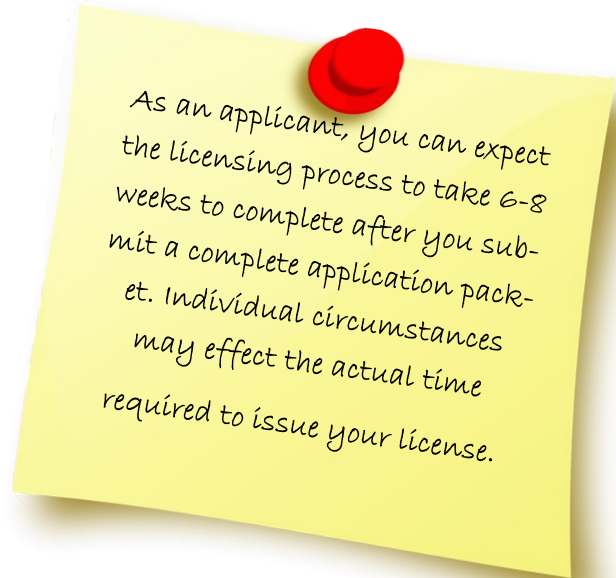
Step 5: Site Inspection

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