# CAMP LICENSING STUDY REPORT

Michigan Department of Licensing and Regulatory Affairs

PROGRAM License Number	PROGRAM (CAMP) NAME			Inspection Date		
AC090200545	Fish Tales AFC		6/20/2023			
PROGRAM Licensee Mailing address	•		City		State	Zip
2177 E. Erickson Road			Pinconni	ng	МІ	48650
SITE License Number	SITE NAME	OWNER/OPERATO	)R		Yes	No
SR090200322	Fish Tales AFC	Is the PROGRAM L	icensee the SITE License?		$\boxtimes$	
SITE ADDRESS			City		State	Zip
2177 E. Erickson Road			Pinconni	ng	мі	48650
PROGRAM/SITE Affiliated Person with whom the LSR findings were shared.	Comprehensive Clearance on	;)	E-MAIL			
Shannon Forshee	🛛 Yes 🗌 No			director@campfis	htales.o	org

# **GENERAL PROVISIONS (PART 1)**

R       40.11105 Variance from rules; Parts 1,2,3, and 4       Image: Constraint of the second of the secon		Compliant	Non-Compliant	Not Applicable
effect and followed       Image: Constraint of the second se	R 400.11105 Variance from rules; Parts 1,2,3, and 4			
All camp's policies, procedures, program statements, or plans are available for review by the public.       Image: Construct the policies of the policies of the public of t				
Inquiries are handled in a prompt and responsive manner.       IM       Im <th< td=""><td>R 400.11107 Written policies, procedures, program statements, or plans; review.</td><td></td><td></td><td></td></th<>	R 400.11107 Written policies, procedures, program statements, or plans; review.			
(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       Image: Comparison of Campe				
A administration and assuring the care, safety, and protection of campers       Image: Construction of campers	R 400.11109 Staff.			
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(7) Personnel records include all the required information:       Image: Staff Size: information i	(5) A roster of all current staff members is maintained			
(Sample size: minimum 5 for a camp staff less than 50 and minimum of 10 for a camp staff of 50 or more, if camp staff is less than 5 then all staff files must be reviewed)       Staff Size:       15         Name       Position Documentation       Work History       Reviewed:       5         (8) Written job descriptions, which include all the required information, exist for each staff classification covered, and staff members have received a copy of their job description.       Image: Comparison of the comp staff of 50 or more, if camp staff of 50 or more, if camp staff is staff Size:       15         (9) A written pre-camp training program exists, and training time conforms to the camp's operation.       Image: Comparison of the camp staff of 50 or more, if camp staff of 50 or more, if camp staff of 50 or more, if camp staff size:       16         (10) The content is outlined in writing and includes       Image: Comp philosophy, objectives and policies       Image: Comp comparison of the camp staff of 50 or more, if camp staff of 50 or more, if camp staff is staff Size:       15         (10) The content is outlined in writing and includes       Image: Comp comparison of the camp staff of 50 or more, if camp staff of 5	(6) Staff members are evaluated in relation to duties assigned			
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☑ Camper behavior management				

(11) An in-service training program exists			
R 400.11111 Number of staff.			_
(1) The licensee adheres to a written staffing schedule			
(2) The ratio of adult staff members to campers is met and at least 2 adult staff members are on duty and in camp.			
Below13 or OlderHandicapped $\Box$ Awake = 1 for 10 $\Box$ 1 for 14 $\boxtimes$ Awake = 1 for 3 $\Box$ Sleep = 1 for 14 $\boxtimes$ Sleep = 1 for 6			
(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			
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<b>R</b> 400.11113 Behavior Management. [Does not apply to site licenses-R400.111106(2)]			
(1) The licensee has and follows a written camper behavior management policy			
(2) Policy includes methods for the positive behavior management policy			
(3) The policy covers all required topics			
Camper shall not be deprived of:			
Subjected to:			
☐ Hazing ⊠ Ridicule ⊠ Threat			
☐ Corporal Punishment			
(4) A copy of the policy is furnished to all staff members			
R 400.11115 Protection laws			
The licensee has implemented a written plan to assure compliance with the child protection law and the adult protection law. The plan includes reporting responsibilities, confidentiality, and separation of alleged perpetrator from campers for as long as necessary to protect the safety and welfare of the campers.	⊠		
R 400.11117 Camper Records			
(1) A current roster of all campers is maintained			
(2) Records for each camper are kept at the camp and include all the following information:			
Camper Name, Age, Address			
<ul> <li>✓ Output Name, Age, Address</li> <li>✓ Phone</li> <li>✓ Arrival/Departure Dates</li> <li>✓ Special Needs, Limitations, adaptations</li> </ul>			
	1	1	I
(3) A written plan for release of campers has been established and includes all of the required information			
⊠         When Released         ⊠         Where Released         ⊠         How         ⊠         To Whom			
R 400.11119 Health service policy. [Does not apply to site licenses-R400.11106(2)]			
(1) The licensee has and follows an appropriate written health service policy			
(2) The health service policy has been established in consultation with and review annually by a licensed physician			
Dr. Eric Knchland			
(3) The health service policy covers all of the required content			
☑ Health Screening     ☑ Disease Prevention       ☑ Emergency Services/Transportation     ☑ On-call Consultation			
☑ First Aide and Health Care Supplies     ☑ Storage/Administration Medications			

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11) an day camp with ises than 20% campers with disabilities, the name has an agreement with the local or certified.       Image:	<b>R</b> 400.11121 Health care staff: day camp [Does not apply to site licenses-R400.111106(2)]			
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(5) Camp follows health and behavioral instructions       Image: Construction of the second sec	(3) Health information is properly maintained and safeguarded			
(5) Camp follows health and behavioral instructions       Image: Construction of the second sec	(4) Camper health cards are maintained for three vears			
(6) During off-site overnight activities, the medical treatment consent form, the health history statement, and the emergency contact information accompanies the camper       Image: Company of the statement of the stateme				
the emergency contact information accompanies the camper       L       L       L         (7) Campers are screened within the first 24 hours       I       L       L	(5) Camp follows health and behavioral instructions			
the emergency contact information accompanies the camper       L       L       L         (7) Campers are screened within the first 24 hours       I       L       L	(6) During off-site overnight activities, the medical treatment consent form, the health history statement, and	_	_	F
The baselike concerning includes all of the new incluses that the second s				
	The health screening includes all of the required content	$\boxtimes$		
☑ Medication(s) Check-in ☑ Health History Review				
Medication(s) in Original Containers Mysical State Observation	Madiantian(a) in Original Containara			
	Medication(s) in Original Containers			

(8) A permanent medical record which lists all required information, is maintained			
⊠ Treatment 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. A camp shall submit the report within 48 hours of the death, injury, or illness. (Upon review of the medical record, all applicable reportable incidents were reported to the department and all incident reports since last onsite were reviewed as part of this inspection).			
R 400.11131 Nutrition and food service.			
(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			
(2) At least 2 merels are conved as a day in a resident as travel comp		-	
(2) At least 3 meals are served each day in a resident or travel camp			
(3) Meals are sufficient in quantity and meet or exceed current nutritional guidelines			
			[
(4) Special dietary needs are provided for in accordance with instruction from the camper's authorized person or a physician	$\boxtimes$		
			•
(5) Each week's menu is maintained on file until the end of the camp season	$\boxtimes$		
R 400.11133 High adventure activities (See R400.11403 for findings)			
R 400.11143 Transportation policy statement; vehicles and drivers; hayrides; watercraft.			
(1) The licensee has established and follows written policies for program and emergency transportation	$\boxtimes$		
The policies include all of the required content			
☐ Driver Qualifications ☐ Vehicle Inspection ☐ Supervision			
Emergency Evacuation Loading/Unloading			
Emergency Evacuation      Loading/Unloading			
(2) The driver of any vehicle transporting campers is an adult and possesses a properly classified and valid			
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R 400.11146 Travel and troop camps. [Does not apply to site licenses-R400.11106(2)]			
(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 camper's 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.			
A change or cancellation is reported by the licensee to the department	X		
R 400.11149 Site; emergency procedures; plans; use of facilities; equipment; fire drills.			
(1) The site and facilities of the camp do not present a fire, health or safety hazard	×		
	<b>F</b>	1	1
(2) Written procedures for response to potential emergencies and disasters have been established	$\boxtimes$		
(3) The camp uses a campsite and facilities which comply with these administrative rules	$\boxtimes$		
(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 and written record maintained for the season.	$\boxtimes$		

### **FIRE SAFETY (PART 2)**

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R 400.11201 Applicability	Compliant	Non-Compliant	Not Applicable		
QFI Inspection Date: 6/3/22 (Completed within two-year period)					
R 400.11227 Occurrence of fire. (Upon review, all applicable reportab reports since last onsite were review					

## **ENVIRONMENTAL HEALTH AND SAFETY (PART 3)**

R 400.11302 Applicability			Compliant	Non-Compliant	Not Applicable
EHI Inspection Date: 5/25/23 (Completed within one-year period)	Rating: A				
D. Socier					

# **HIGH ADVENTURE ACTIVITIES (PART 4)**

Responsibility for High Adventure Activities:	PROGRAM and SITE operator are same licensee: Yes No (see below the who is responsible for operating high adventure activities)					
Camp SITE Licensee: ⊠ When SITE licensee responsible for the high adventure activity, PART 4 review can be found on the SITE license LSR. A listing of high adventure activities offered to the program can be found in R400.11403.		Camp PROGRAM Licensee:  When citations are found for a program licensee not operating the high adventure activity, cite R400.11403 when violations are found				
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(1)]						
R 400.11401 High adventure activities; definition, written statement; adult activity leader.						

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(All Citations for items (1), (2), (3) are checked and addressed in the findings box below the activity)
(1) The camp has accurately identified all high adventure activities that meets the definition of "high adventure activity".

(	2)	Develop and	assure adheren	ce to a writter	program	statement	covering all	the followina:

(2) Develop and assure adherence to a written program statement covering all the following:

(a) Activity leader training and experience qualifications
(b) Specific staff-to-camper ratio appropriate to the activity
(c) Classification and limitations for camper participation
(d) Arrangement, maintenance, and inspection of the activity area
(e) Appropriate equipment and inspection and maintenance
(f) Safety precautions

(3) Conducted by an adult activity leader who has training or experience in conducting the activity

Sai Ca Sw Wa Wa Go Tra Gy	ating ling noeing imming ding ter-Skiing terslide Carts vel Groups mnastics ner: ner:	Compliant	Non-compliant	Not Applicable	Archery Riflery Cycling Hiking/Backpacking Obstacle Course (Low) Rappelling/Climbing High Ropes Course Zipline Horseback Riding Other: Other: (Consider winter sports)	Compliant	Non-Compliant	Not Applicable
R	<b>400.11403 Applicabili</b> (1) Campsite licensee		high adventure ru	lles for each high	adventure activity			
	(2) Camp program lice each high adventur		nsed site, complie	s with the high a	dventure rules for			
R	<ul> <li>400.11405 Certified A</li> <li>(1) The aquatic superventor of safed during all aquatic a</li> </ul>	visor is an adult, pr ety rules and proc	roperly trained and					
	(2) The number of aqua supervisor for up to supervisor is requir	50 campers. For	eeded for an aqua more than 50 can	tic activity shall to activity shall to pers, an addition	be 1 certified aquatic nal certified aquatic			
	with R400.11111(n	with MDEQ stands umber of staff) to	ards for lifeguards ensure adequate s	The camp is re- supervision of ca	sponsible for complying			
	(4) Certified aquatic su statement for each							
	(5) The aquatics staff is	s not engaged in a	any activity that dis	stracts them from	n their duties			
R	<b>400.11407 Aquatic ob</b> (1) Aquatic observer ha	as received trainin	<u> </u>					
	(2) The requirement is	met for number of	f aquatic observers	s needed for eac	h aquatic activity			
	(3) Camps using MDEC observers needed	Q licensed swimm for each aquatic a	ing pools meets th ctivity	ne requirement fo	or number of aquatic			
	(4) The aquatics staff is	s not engaged in a	any activity that dis	stracts them from	n their duties			
<ul> <li>R 400.11409 Swimming area; lifesaving equipment.</li> <li>(1) Areas for advanced swimmers, intermediate swimmers, and non-swimmers have been clearly delineated</li> </ul>								
	(2) Lifesaving equipme in case of emergency, ⊠ Signal Device ⊠ Backboard &	and at minimum ir s ⊠	each permanent s ncludes all the req Reaching Device First Aid Kit	uired items. es 🛛	immediately available Throwing Device Rescue Tube			
	(3) Lifesaving equipme swimming site, is imme required items. □ Signal device	ediately available i	all non-swimming n case of emerger ] Throwing device	ncy, and at minin	, at temporary num includes all First aid kit			
R	400.11411 Aquatic pro	ocedures.						

(1) Each camper is classified according to their aquatic ability		
(2) The licensee does not permit a camper to participate in an aquatic activity requiring higher skills than the camper's swimming classification		
(3) A method for supervising campers involved in an aquatic activity is enforced, including procedures for check-in, check-out, and the periodic accounting of each camper at least once every 10 minutes.	⊠	
(4) A written aquatic emergency plan has been established, is followed, and covers all required content. ⊠ Procedures/drills ⊠ Accountability ⊠ Evacuation ⊠ Service notification		
(5) The aquatic supervisor ensures that the ratio of 1 aquatic observer for every 10 campers is maintained at sites other than a permanent camp waterfront, accounting system is used, and account of campers completed at least once every 5 minutes.		
(6) Swimming is conducted only during daylight hours  Camp has lighted pool	⊠	
(7) Headfirst diving areas are designated, and the water is not less than 5 feet deep		
(8) Diving meets minimum requirements  Height from water  Clearance distance		
	ľ	
R       400.11413 Watercraft and waterskiing.         (1) Watercraft activities are conducted only during daylight hours		
(2) The camp ensures that an occupant of a watercraft wears an appropriately sized, coast guard approved, personal flotation device.		
(3) A sized Coast Guard approved personal flotation device approved for water skiing is worn by any water-skier or other towed activity participant.		
(4) Non-swimmers are not permitted in a sailboat unless accompanied by an adult swimmer		
(5) The aquatic supervisor or an adult aquatic observer has immediate access to an emergency watercraft, appropriate for size and capacity to provide emergency assistance appropriate to the size and conditions of the body of water.		
	-	 
(6) The watercraft docking area is not in a swimming area		

#### AREAS OF NON-COMPLIANCE/CORRECTIVE ACTION PLAN

Areas of non-compliance notated on this report, require a corrective action plan (CAP). Items of non-compliance requiring a written corrective action plan are noted within the report.

The written corrective action plan is due 15 days from the date this inspection report was sent and must include the following:

- How compliance with each rule will be achieved.
- Identification of who is directly responsible for implementing the corrective action for each violation.
- Specific time frames for each violation as to when the correction will be completed or implemented.
- How continuing compliance will be maintained once compliance is achieved.
- The signature of the responsible designee and a date.

If you fail to submit an acceptable corrective action plan, disciplinary action may result.

Additional Comments:

#### RECOMMENDATION

RENEWAL INSPECTION		INTERIM INSPECTION		
<ul> <li>I recommend Issuance of a regular license.</li> <li>Contingent upon receipt of acceptable written CAP, I recommend a regular license will be issued.</li> </ul>		<ul> <li>I recommend the status of the license remains unchanged.</li> <li>Contingent upon receipt of acceptable written CAP, I recommend the status of the license remain unchanged.</li> </ul>		
Disciplinary action is recommended. You will be notified in writing of the department's intention and your options for resolution of this matter.				
Consultant's Signature	Consultant's Printed name		Telephone Number	Date Report Sent
Kay Jonester	Kay Foreman		248 303-7433	6/22/2023

LARA is an equal opportunity employer/program.