STATE OF MICHIGAN
DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHELLE RICHARD
ACTING DIRECTOR

June 6, 2024

Lauren Smith
Oxford Township Parks and Recreation
2795 Seymour Lake Rd.
Oxford, MI 48371

RE: Application #: CD630418423 and SD630418424
Oxford Twp Parks and Recreation (OTRP) Summer Camp
2795 Seymour Lake Road
Oxford, MI 48371

Dear Lauren Smith

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, original SITE and PROGRAM licenses have been issued.

Please review the enclosed documentation for accuracy and contact me with any questions. In the event that I am not available, and you need to speak to someone immediately, please contact the Grand Rapids licensing unit at (616) 356-0100.

Sincerely,

James Vanden Heuvel

James Vanden Heuvel, Lead Camp Consultant
Camp Licensing Unit
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
616-901-3730

CAMP ORIGINAL LICENSING STUDY REPORT

Michigan Department of Lifelong Education, Advancement, and Potential

IDENTIFYING INFORMATION

PROGRAM License Number	PROGRAM (Camp) Name		Application Date		
Oxford Township Parks and Recreation	Oxford Twp Parks and Rec (OTRP) Summer Day Camp		4/12/24		
PROGRAM Phone Number	**PROGRAM Applicant Address**		**City**	**State**	**Zip**
248-628-1720	2795 Seymour Lake Rd		Oxford	MI	48371
SITE License Number	**SITE Name**	**Camp SITE Address**	**City**		**Zip**
SD630418424	Seymour Lake Township Park	2795 Seymour Lake Road	Oxford		48371
Camp SITE Telephone	**Applicant/Licensee Designee Name**		**E-Mail**		
248-628-1720	Lauren Smith		laurensmith@oxparkrec.org		

Is the PROGRAM applicant the same as SITE Applicant/Licensee?
☒ Yes ☐ No

Terms: Gender: Both From Age: 5 To Age: 12 Capacity: 50

PROGRAM Type
☒ Day ☐ Residential ☐ Troop ☐ Travel ☐ Adult Camp

Camp SITE Type
☒ Day Site ☐ Residential Site

METHODOLOGY

04/12/2024	Enrollment
04/24/2024	PSOR Check on Address
04/29/2024	Inspection Completed Onsite
05/14/2024	Inspection Completed -Environmental Health: A
05/14/2024	Written Policies accepted.
06/06/2024	Inspection in Full Compliance
06/06/2024	Recommend License Issuance

DESCRIPTION OF FINDINGS

A. SITE DESCRIPTION

Outdoor	☒ Acreage: 132	☒ Water Supply: Private	☒ Sewage: Private Sewer	Bodies of Water: ☐ Lake(s) ☐ Pond(s) ☐ River(s) ☐ Pool(s)		☒ Other: splash pad	
Indoor	Sleeping ☐ Dormitory ☐ Cabins ☐ Tents ☒ None	Dining ☐ Dining Hall ☒ Outdoor	Health Area ☐ Center ☐ Office ☒ Isolation	Activity Area(s) ☐ Classrooms ☐ Craft Rooms ☐ Gym ☒ Multipurpose ☐ Indoor pool(s)	Bathroom(s) ☒ Indoor ☐ Portable ☐ Accessible	Fire Safety: QFI N/A	Env. Health: EHI approved
High Adventure	Aquatics ☐ Swimming ☐ Sailing ☐ Canoe/kayak ☐ Waterskiing ☐ Tubing ☐ Waterslide	Target ☐ Archery ☐ Riflery ☐ Other:	Trail Sport ☐ Biking ☐ Horseback ☐ Go Carts ☐ Other:	Adventure ☐ Low Obstacle ☐ High Ropes ☐ Rappelling ☐ Climbing ☐ Zipline ☐ Gymnastics	Travel ☐ Day Trips ☐ Overnight Off-site	Other: ☐ ☐ Winter Sports: ☐ ☐	

Findings: The day campsite is located at Seymour Lake Township Park. The park is a 132-acre public park with tennis courts, softball/baseball fields, soccer fields, playgrounds, pavilions, disc golf course, volleyball courts, basketball courts, gaga pit, and splash pads. The day camp area will be in a pavilion with bathrooms attached with inclement weather plan of using the recreation community center and bathrooms for shelter. The day campsite facility meets applicable licensing rules and is conducive to host a children's day camp.

B. PROGRAM DESCRIPTION

Operation	Days and Times of Operation: Program operates 8:30-5:30pm for 5 days a week during summer months.
Staffing	Adult Staff to Camper Ratio: 1 adult to 10 campers.
Training	Staff Training Content Covers: ☒ proper supervision ☒ program development for age groups ☒ behavior management ☒ child protection ☒ plans for emergencies, rain, and regular camp operations. Proposed Staff Training Hours (3 hours per week of service): ☒Yes ☐No

Findings: This day camp operates summer recreation program at Seymour Township Park for school age children ages 5 to 12 years of age or completed kindergarten through 6th grade. The program involves daily activities and themed weeks. The camp staff are trained in behavior management, child protecton, and emergency procedures. The camp staffing ratio is at least 1 adult to 10 campers. The camp operation meets applicable licensing rules.

C. RULE/STATUTORY VIOLATIONS

The camp PROGRAM and SITE were found to be compliant with statute and administrative rules.

RECOMMENDATION

I recommend issuance of an original SITE and PROGRAM licenses to this day children's camp.

James Vanden Heuvel	James Vanden Heuvel	6/6/2024
Consultant's Signature	Printed Name/Licensing Consultant	Date
Richard Lower	Richard Lower	6/7/2024
Approved By:	Printed Name/ Manager	Date

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