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

LANSING

GRETCHEN WHITMER
GOVERNOR

BEVERLY WALKER-GRIFFEA
DIRECTOR

June 20, 2025

Shelby Henshaw
City of Kentwood – Parks and Recreation
355 48th Street, SE
Kentwood, MI 49508

RE: Application #: CD410419315 & SD410419188
Kentwood Day Camps
3724 Shaffer Avenue, SE
Kentwood, MI 49548

Dear Shelby:

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. If I am not available, and you need to speak to someone immediately, please contact the licensing unit at 517-284-9730.

Sincerely,

James Vanden Heuvel

James Vanden Heuvel, Lead Camp Consultant
Camp Licensing Unit
105 W. Allegan St. 2nd Floor
Lansing, MI 48933
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		
CD410419315	Kentwood Day Camps		12/30/2024		
PROGRAM Phone Number	**PROGRAM Applicant Address**		**City**	**State**	**Zip**
(616) 656-5323	355 48th Street, SE		Kentwood	MI	49508
SITE License Number	**SITE Name**	**Camp SITE Address**	**City**	**State**	**Zip**
SD410419188	Covenant Park	3824 Shaffer Avenue, SE	Kentwood	MI	49548
Camp SITE Telephone	**Applicant/Licensee Designee Name**		**E-Mail**		
(616) 656-5323	Shelby Henshaw		henshaws@kentwood.us		

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

Terms: Gender: Both Capacity: 20
From Age: 5 To Age: 12

PROGRAM Type
☒ Day ☐ Residential ☐ Troop ☐ Travel

SITE Type
☒ New Day Site ☐ New Residential Site
☐ Existing Day Site ☐ Existing Residential Site

METHODOLOGY

12/30/2024	Enrollment
02/03/2025	File Transferred to Field Office
02/26/2025	Inspection Completed On-site
03/26/2025	PSOR on Address Completed with No Findings
05/07/2025	Written Policies Received for Review
05/16/2025	Written Policies Approved
05/16/2025	Recommend License Issuance

DESCRIPTION OF FINDINGS

A. SITE DESCRIPTION

Outdoor
- ☒ Acreage: 109
- ☒ Water Supply: Public
- ☒ Sewage: Public
- Bodies of Water: ☐ Lake(s) ☐ Pond(s) ☐ River(s) ☐ Pool(s)
- ☒ Other: public park

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: N/A

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: This day campsite is located a Covenant Park in Kentwood, MI. This park covers 109 acres in Kent County and is located at 3724 Shaffer Ave SE. Kentwood, MI. The children's campsite includes indoor shelter space at the clubhouse with multi-purpose rooms and bathrooms available when necessary. The outside space includes hiking trails through natural woodlands and fields. The terrain is gently forested, ideal for nature based exploration, sport, and enrichment activities. The closest medical facility is Corewell Health–Butterworth Hospital in Grand Rapids (about 6–8 miles northwest). Covenant Park combines spacious trails, natural woods, and an appropriate shelter for this children's day campsite.

B. PROGRAM DESCRIPTION

Operation Schedule Period (days, times, season)	Summer only, 9:00am-3:00pm with before and after care offered.
Staffing (Adult Staff to Camper Ratio)	1 Adult to 10 Campers maximum.

Training (Staff Training Content and Time)	☒ proper supervision ☒ behavior management ☒ program development for age groups ☒ child protection ☒ plans for emergencies, rain, and regular camp operations. Proposed Staff Training Hours (3 hours per week of service): ☒Yes ☐No

Findings: Kentwood Parks & Recreation operates the "Kentwood Day Camps", held at the Covenant Park Clubhouse which offers summer programs for children entering 1st through 5th grade. Their mission is to create a safe, inclusive, and engaging environment where campers can explore, create, and build friendships, fostering social, leadership, and teamwork skills. Each themed week includes outdoor adventures, sports and team challenges, arts and crafts, STEM and nature activities, field trips, high-adventure outings, music, and special themed days such as "Outdoor Explorers" and "Water Wonderland". The program purposefully blends physical activity with creative expression to support each child's development and enjoyment. The day camp ensures compliance with camp licensing administrative rules rough staff training on all applicable policies and procedures. Camper registration is available weekly (no daily drop-in), with typical hours of 9:00 AM–3:00 PM Monday through Friday during the summer. This camp meets applicable camp licensing rules.

C. RULE/STATUTORY VIOLATIONS

The camp PROGRAM and SITE were found to be in substantial compliance 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	6/19/2025
Consultant's Signature	Printed Name/Licensing Consultant	Date
D. S. Ramsey	Deondra S. Ramsey	6/20/2025
Approved By:	Printed Name/ Manager	Date

Commented [JV1]: @Ramsey, Deondra (MiLEAP) please review and sign.

Commented [DR2R2]: signed

MiLEAP is an equal opportunity employer/program.