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

GRETCHEN WHITMER
GOVERNOR

BEVERLY WALKER-GRIFFEA
DIRECTOR

September 26, 2025

Ethan Jacobs
Eaton County Parks
133 Fitzgerald Park Drive
Grand Ledge, MI 48837

RE: License #: CD230403050
Investigation #: 2025C0458004
Lincoln Brick Park

Dear Camp Administrator:

Attached is the Special Investigation Report for the above-mentioned facility. Due to the violations identified in the report, a written corrective action plan is required. The corrective action plan is due 15 days from the date of this letter and must include the following:

- How compliance with each rule will be achieved.
- 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.
- Signed and dated corrective action plan.

If you desire technical assistance in addressing these issues, please feel free to contact me. In any event, the corrective action plan is due within 15 days. Failure to submit an acceptable corrective action plan will result in disciplinary action.

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,

Kristen Goodman

Kristen Goodman, Licensing Consultant
Camp Licensing Unit
105 W. Allegan St. 2nd Floor
Lansing, MI 48909
enclosure

MICHIGAN DEPARTMENT OF
LIFELONG EDUCATION, ADVANCEMENT, AND POTENTIAL
CAMP LICENSING UNIT
SPECIAL INVESTIGATION REPORT

I. IDENTIFYING INFORMATION

License #:	CD230403050
Investigation #:	2025C0458004
Complaint Receipt Date:	07/21/2025
Investigation Initiation Date:	07/22/2025
Report Due Date:	09/21/2025
Licensee Name:	Eaton County Parks
Licensee Address:	133 Fitzgerald Park Drive Grand Ledge, MI 48837
Licensee Telephone #:	517-627-7351
Administrator:	Ethan Jacobs
Name of Facility:	Lincoln Brick Park
Facility Address:	13911 Tallman Road Grand Ledge, MI 48837
Facility Telephone #:	517-627-7351
Original Issuance Date:	05/13/2020
License Status:	REGULAR
Effective Date:	09/06/2023
Expiration Date:	09/05/2025
Capacity:	60
Program Type:	CAMP SITE - DAY

II. ALLEGATION(S)

	Violation Established?
The camp did not obtain camper records prior to the start of the registered session.	Yes
The camp did not follow the camper release policy.	Yes
Additional Findings	No

III. METHODOLOGY

07/21/2025	Special Investigation Intake 2025C0458004
07/22/2025	Special Investigation Initiated – On Site
09/12/2025	Contact – Telephone call made
09/12/2025	Inspection Completed-BCAL Sub Compliance
09/26/2025	Exit conference
10/13/2025	Corrective Action Plan Requested and due on

ALLEGATION:

The camp did not obtain camper records prior to the start of the registered session.

INVESTIGATION:

On 07/21/25, the Camp Licensing Unit received a licensing complaint. The complaint read:

> *"As I was checking my kids in for summer camp, I asked for paperwork knowing they needed more information on my kids for the week. When we arrived, I asked for paperwork which the Camp Director responded, 'I emailed you the paperwork this morning.' I replied, "I still need paperwork to complete as I can't print it from the campsite.' Again, Clara stated she emailed me the paperwork. Then she stated I could drop the kids off and bring the completed paperwork back on Tuesday, July 22, 2025."*

An additional complaint was received on 07/21/25. The complaint read:

> *"Camp Director did not follow check out procedures. When I arrived at camp to pick up my kids, I was expecting to be asked for my id as only certain people are allowed to pick up my children from camp. The camp director Clara did not follow the checkout procedure. No id was checked, and my campers were released to me as I was getting out of my car. One of my kids was standing outside before I got out of the car waiting for me and the other was in the bathroom. No one asked for my ID or name, just that I sign out kids."*

On 07/22/2025, I interviewed all the present staff with the following responses:

- Camp Manager, Staff Member 1 (SM1) explained that a check-in sheet is used to sign into camp. During camper drop off, Ms. Alderman collects all registrations. The remaining staff members are inside waiting for campers to arrive. SM1 noted that during the first camper drop off week, we collect the completed paperwork, or parents complete it in their vehicle and provided it to Ms. Alderman onsite.

- Staff Member 2 (SM2) stated that on the first day of camp, a parent approached Ms. Alderman without paperwork. SM2 said that Ms. Alderman wouldn't let the camper check into camp until the paperwork was completed.

- Counselor Staff Member 3 (SM3) explained that during camp check-in and check-out, Ms. Alderman and SM1 are outside with the check-in/check-out book. SM3 stated that the remaining staff members are fairly hands off with the check-in and check-out process.

- Counselor Staff Member 4 (SM4) stated that their role is to be hands off in the check-in and out processes. SM4 identified their job as to monitor kids. SM4 noted their interaction with parents is limited to greeting a parent or two if they have an apprehensive camper.

- Counselor Staff Member 5 (SM5) explained that during camp check-in time they are at their own pod tables in the main gathering area waiting for their campers and do not assist with check-in.

- Recreation/Event Coordinator, Clara Alderman explained that she is the only one that handles camper check in and check out. SM1 is outside as well as an extra set of eyes. Camper check in begins at 8:45AM at the table at the welcome center. Ms. Alderman said she is out front to greet parents and campers, sending campers to their assigned pods. When asked why camp participants are allowed to bring documentation to camp on Tuesday if they do not have their documentation available during initial camp admission, Ms. Alderman stated that she was not sure but noted that no parents have turned in registration packets late during the current camp season. Ms. Alderman provided written copies of ten camper registration packets for campers currently attending camp and the camper sign in sheet for 07/22/25.

- Deputy Director/Naturalist, Ethan Jacobs stated that he is not onsite for camper pickup but does fill in if needed. For campers' first day drop off, Mr. Jacobs said that campers are to have registration materials with them on Monday. If they do not have registration materials with them when they arrive at camp, they must have registration materials turned in by Tuesday morning. If a camper doesn't have registration materials on file by Tuesday morning, they are not allowed to continue attending camp. When asked why registration materials were not

required to be completed onsite, Mr. Jacobs explained that the camp ideally wants registration documents on Monday, but parents may not have information to complete the packet onsite. Mr. Jacobs noted that the Tuesday form submission policy was a directive passed down by the previous camp director. Mr. Jacobs was asked if any camp participants had turned their registration information in after attending the first day of camp, and Mr. Jacobs stated that no participants had turned their registration materials in late.

After the interviews on 07/22/25, I reviewed ten Summer Adventure Program completed camper registration packets and the camper sign-in sheet. The registration packet cover letter states:

> *"Fill out the attached participant information forms and waivers. This must be returned prior to your child attending the Summer Adventure Program or on the first day."*

All ten of the camper registration packets I reviewed were signed and dated for the first date of their respective week(s) of attendance. The camp sign-in-sheet noted times of arrival with signatures of individuals dropping off campers.

On 09/12/25, I interviewed the complainant by telephone. The complainant said that they registered for camp on 04/01/25. The registration was submitted online and required the campers' name, addresses, weeks attending, shirt size, and payment. An additional communication was sent to the complainant after completing the registration stating that a registration packet would be sent the Thursday prior to the campers registered week of camp. The complainant explained that upon arrival to camp on 07/21/25, an email with the registration packet was not received. The complaint requested a registration packet upon arrival onsite from Ms. Alderman, who stated they did not have any copies available and offered to resend the email. The complainant stated that Ms. Alderman told them they did not have to complete the packet onsite and could turned it in on Tuesday. Ms. Alderman explained to them that this was okay because they had their contact information if there were any need to contact the complainant during the day. The complainant stated that they would not leave their camper if they were unable to complete the registration packet prior to leaving their camper at the camp. Ms. Alderman entered the camp facility and returned with a registration packet. The complainant said they completed the registration packet in their vehicle and provided the completed packet to Ms. Alderman. The complainant then left their camper at the camp site.

APPLICABLE RULE	
R 400.11117(2)	**Roster of campers; records.**
	(2) A camp shall keep records for each camper at the camp when in session. The records shall include all of the following information: **(a) The camper's name, age, and home address.** **(b) The authorized person's name, address, and telephone number and where the authorized person may be reached in case of emergency.** **(c) The dates of arrival and departure.** **(d) For each camper, identification of any special needs, limitations, and adaptations to assist in camper participation in all aspects of camp life and activities.**
ANALYSIS:	Interviews with staff and the documents reviewed revealed that parents provided registration forms at camp admission to camp. However, the camp's practice of allowing registration forms to be turned in after the camper's initial arrival at camp does not meet the minimum requirement of the licensing rule. Therefore, the camp did not comply with this rule.
CONCLUSION:	**VIOLATION ESTABLISHED**

ALLEGATION:

The camp did not follow the camper release policy.

INVESTIGATION:

SM1 stated that no parent can check out a camper without going through Ms. Alderman. SM1 will collect the requested camper for check out, while parents wait outside. SM1 stated an ID check may be happening at check out, but everything really goes through Ms. Alderman or Mr. Jacobs, if he is present.

During checkout, SM4 explained that they collect campers as they are requested by who's running checkout. Campers are requested from the check-out table with staff poking their heads through the propped open door to ask for campers being requested for pick up.

Ms. Alderman stated that IDs were initially checked at the beginning of the camp season. Ms. Alderman now knows parents, so she no longer checks IDs. The only time an ID is checked now is if there is a change in pick up. Ms. Alderman later stated that she does not and has not checked IDs during the camp season. The camp check out occurs between 3:45PM and 5:00PM. A table is set up outside the

front entry door of the welcome center to allow for camper supervision. Staff members manage their free time indoors during the camper check out.

Mr. Jacobs stated for camper pick up, the general rule of thumb is that a camper will not be allowed to leave the building without a parent or guardian. Mr. Jacobs noted that there is currently no written camper release policy.

APPLICABLE RULE	
R 400.11117(3)	**Roster of campers; records.**
	(3) A camp shall develop and follow a written plan to assure that a camper is not released into the custody of another person without a written statement of permission from the authorized person. The plan shall include all of the following information: **(a) When the camper is to be released.** **(b) Where the camper release is to occur.** **(c) How the release will occur.** **(d) To whom the camper is to be released.**
ANALYSIS:	While the camp has a system for camper check out, they do not have the procedures in writing. In addition, the current practice does not ensure that campers are released to their parent/guardian or designated authorized person.
CONCLUSION:	**VIOLATION ESTABLISHED**

On 09/26/2025, I conducted an exit conference with license designee Ethan Jacobs through Microsoft Teams. I reviewed the findings of this report. Mr. Jacobs stated that he understands the process and the findings of the investigation, and is excited about moving forward.

IV. RECOMMENDATION

Upon receipt of an acceptable written corrective action plan, I recommend the status of the license remains unchanged.

Kristen Goodman

09/12/2025

Kristen Goodman
Licensing Consultant

Date

Approved By:

D. S. Ramsey

09/23/2025

Deondra Ramsey, Manager
Out-of-School Time Learning and Camp
Licensing

Date