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

LANSING

GRETCHEN WHITMER
GOVERNOR

BEVERLY WALKER-GRIFFEA
DIRECTOR

November 26, 2025

Elisabeth Lockwood
Friendship Circle
6892 West Maple Rd.
West Bloomfield, MI 48322

RE: Application #: CD630418920 and SD630418921
Friendship Circle
6892 West Maple Rd.
West Blomfield, MI 48322

Dear Elisabeth Lockwood,

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 licensing unit at 517-284-9730.

Sincerely,

James VandenHeuvel

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		
CD630418920	Friendship Circle		9/30/2024		
PROGRAM Phone Number	**PROGRAM Applicant Address**		**City**	**State**	**Zip**
248-788-7878	6892 West Maple Rd.		West Bloomfield	MI	48322
SITE License Number	**SITE Name**	**Camp SITE Address**	**City**	**State**	**Zip**
SD630418921	Friendship Circle	6892 West Maple Rd.	West Bloomfield	MI	48322
Camp SITE Telephone	**Applicant/Licensee Designee Name**		**E-Mail**		
248-788-7878	Elisabeth Lockwood		elisabeth@friendshipcircle.org		

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

Terms: Gender: Both Capacity: 75
From Age: 5 To Age: 17

PROGRAM Type
☒ Day ☐ Residential ☐ Troop ☐ Travel

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

METHODOLOGY

09/30/2024	Enrollment
03/26/2025	PSOR on Address Completed-Findings
03/26/2025	Special Investigation - Intake
04/15/2025	Inspection Completed-Sub Compliance
04/23/2025	Corrective Action Plan Received and Approved
05/07/2025	Special Investigation -Closed
07/17/2025	Inspection Completed-Onsite
07/17/2025	Inspection in Full Compliance
07/17/2025	Recommend License Issuance

DESCRIPTION OF FINDINGS

A. SITE DESCRIPTION

Outdoor
- ☒ Acreage: 1.5
- ☒ Water Supply: Public
- ☒ Sewage: Public
- Bodies of Water: ☐ Lake(s) ☒ Pond(s) ☐ River(s) ☐ Pool(s)
- ☐ Other: community center

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 in Oakland County at the Friendship Circle – Meer Center. The campsite includes indoor shelter in the community center along with use of the gym, multiple thematic classrooms, and lower-level village simulation area. Campers have access to indoor bathrooms. Outdoor environment includes the outdoor parking lot designated for use and restricted from traffic flow, limited hiking trails, patio, and green space for activity. The campsite is suitable to host a day camp.

B. PROGRAM DESCRIPTION

Operation Schedule Period (days, times, season)	Summer only- 3 two week sessions.
Staffing (Adult Staff to Camper Ratio)	1 Adult/10 Campers; 1 Adult/3 Campers with disabilities

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: The Friendship Circle Day Camp offers inclusive day camp program for children and teens. The mission of the organization is to bring happiness and companionship to children and young adults by celebrating individuality, and the camp embodies the mission through a focus on fun, friendship, and meaningful connections. The camp operator trains staff in applicable policies and procedures consistent with camp licensing rules. Staff receive training to ensure volunteers and counselors are prepared to support campers' safety, dignity, and individualized needs. The camp program meets applicable 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	11/10/2025
Consultant's Signature	Printed Name/Licensing Consultant	Date
D. S. Ramsey	Deondra S. Ramsey	11/26/2025
Approved By:	Printed Name/ Manager	Date

MiLEAP is an equal opportunity employer/program.