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

LANSING

GRETCHEN WHITMER
GOVERNOR

BEVERLY WALKER-GRIFFEA
DIRECTOR

09/29/2026

Tanesha Taylor
City Of Pontiac
47450 Woodward Ave.
Pontiac, MI 48342

RE: License #:	CD630420587 and SD630420588 City of Pontiac Summer Camp 723 Cottage St. Pontiac, MI 48342

Dear Tanesha Taylor

Attached is the Original Licensing Study Report for the above-mentioned camp. 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.
- The signature of the responsible party and a date.

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 the Camp Licensing Unit with any questions at 833-665-8116.

Sincerely,

Camp Licensing Unit
105 W. Allegan St. 2nd Floor
Lansing, MI 48933
MiLEAP-Camps@Michigan.gov

CAMP ORIGINAL LICENSING STUDY REPORT

Michigan Department of Lifelong Education, Advancement, and Potential

IDENTIFYING INFORMATION

PROGRAM License Number	PROGRAM (Camp) Name		Enrollment Date		
CD630420587	City of Pontiac Summer Camp		04/25/2026		
PROGRAM Phone Number	**PROGRAM Applicant Address**		**City**	**State**	**Zip**
(248) 758-3402	47450 Woodward Ave.		Pontiac	MI	48342
SITE License Number	**SITE Name**	**Camp SITE Address**	**City**	**State**	**Zip**
SD630420588	City of Pontiac Summer Camp	723 Cottage St.	Pontiac	MI	48342
Camp SITE Telephone	**Applicant/Licensee Designee Name**		**E-Mail**		
(248) 758-3402	Tanesha Taylor		ttaylor@pontiac.mi.us		

METHODOLOGY

04/25/2026	Enrollment
04/25/2026	PSOR on Address Completed
08/05/2026	Inspection Completed
08/05/2026	Inspection in Sub Compliance

DESCRIPTION OF FINDINGS

A. SITE DESCRIPTION

OUTDOOR	INDOOR	HIGH ADVENTURE
Acreage: 3.5 acres Water Supply: Public System Sewage: Public System Bodies of Water: None Closest Hospital: 1-5 miles Other: Community Center	Sleeping: None Dining: Outdoor Health Area: Office Bathrooms: Indoor QFI: Not Applicable EHI: Not Applicable	High Adventure Activities Offered: traveling groups, ground inflatables

Findings: This day campsite is a newly converted school into a community recreation center. The indoor areas include classroom spaces for camp activities and indoor gymnasium. The outdoor space includes playground areas and open sport fields. The facility includes indoor bathrooms. The closest hospital is Trinity Health Oakland Hospital within 3 miles.

B. PROGRAM DESCRIPTION

Staff Training Plan	AGE GROUP	CAPACITY	GENDER	OPERATIONAL SEASON
Approved	From: 5 To: 14	150	BOTH	SUMMER ONLY

Findings: This summer day camp is sponsored by the City of Pontiac. The expressed purpose of the camp is to provide to promote organized and structured recreation activities that support the intellectual, social, emotional, and physical growth of the campers involved. Camper programs encourage friendships, learning new activities, and fair play and consideration of others in a fun way. The program involves activities like sports, arts and crafts, and field trips.

C. RULE/STATUTORY VIOLATIONS

This children's day camp and campsite were found to be in violation of the following statute and administrative rules:

APPLICABLE RULE	
R 400.11109	**Staff.**
	(7) A camp shall maintain a personnel record, collected before initial assignment, for each staff member, except medical professionals whose employing organization subcontracts with the camp to provide medical services and that already requires clearances and

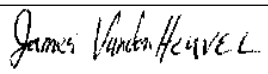
	maintains a personnel file containing all required documentation and that may be reviewed at the employer's site. The record shall include all of the following information: **(a) Name.** **(b) Documentation of compliance where the position occupied has experience or education requirements specified by an administrative rule.** **(c) Prior work history, including camp experience.** **(d) Three statements of positive reference that are obtained before staff assignment and that are from persons unrelated to the staff member.** **(e) A record of any criminal convictions other than minor traffic violations, including at least 1 of the following:** **(i) Documentation from the Michigan State Police or the equivalent law enforcement agency from the state, Canadian province, or other country where the person usually resides.** **(ii) Documentation from an entity accessing either Michigan State Police records or equivalent law enforcement agency records in the state. Canadian province, or other country where the person usually resides.** **(iii) International staff clearances provided by recognized international programs such as International Camp Counselor Program, Camp America, Camp Counselors USA, Camp USA, Summer Camp USA, or approved equivalent shall be determined to meet the requirement of subdivisions e(i) or (ii) or (f) of this subrule.** **(iv) If the employee has criminal convictions, the licensee or designee shall complete a written evaluation of the convictions that addresses the nature of the conviction, the length of time since the conviction, and the relationship of the conviction to the regulated activity to determine whether the prospective employee complies with subrule (6) of this rule.** **(f) Documentation from the Michigan Department of Human Services, the equivalent state or Canadian provincial agency, or equivalent agency in the country where the person usually resides, that any staff person age 21 or over has not been determined to be a perpetrator of child abuse or child neglect.**
Findings: The camp did not collect all the personnel records for all staff. This includes criminal history check, central registry checks, and three positive statements of reference for each staff member. A written corrective action plan is required.	
R 400.11113	**Behavior management.**
	(1) A camp shall have and follow a written camper behavior management policy. **(2) A camp shall include in the policy, methods for the positive behavior management of campers.** **(3) A camp shall include in the policy a statement that a camper shall not be deprived of food or sleep; shall not be placed alone without staff supervision, observation, and interaction; or shall not be subjected to hazing, ridicule, threat, corporal punishment, excessive physical exercise, or excessive restraint.**
Findings: The camp did not have a behavior management policy that included all the required items. A written corrective action plan is required.	
R 400.11119	**Health service policy.**
	(1) A camp shall have and follow a written health service policy that is appropriate to the population served and the environment of the campsite. **(2) A camp shall establish the health service policy in consultation with, and reviewed annually by, a licensed physician.** **(3) A camp's health service policy shall cover all of the following subjects:** **(a) Procedures for camper health screening.** **(b) Arrangements for on-call health care consultation services.** **(c) Arrangements for emergency health care services and emergency transportation to an emergency health care facility.** **(d) First aid and health care supplies.** **(e) The storage and administration of prescription and nonprescription drugs and medications.** **(f) Medical procedures for camper trips away from a campsite.** **(g) Procedures for daily observation of each camper's physical state.**

	(h) Procedures for prompt and responsive notification of the camper's authorized person. **(i) Health officer staffing.** **(j) Procedures for preventing disease transmission/universal precautions equivalent to the procedures in the American Red Cross manual number 655107, which is adopted by reference in R 400.11103.**
Findings: The camp did not have a health services policy including all the required items. A written corrective action plan is required.	
R 400.11121	**Health care staff; day camp.**
	(1) A day camp that has less than 20% of its campers with disabilities shall have, at a minimum, an agreement for the provision of emergency medical services with the local emergency services provider or EMT that is within a 5-minute response time, or employ a health officer, as defined in R 400.11122 (1) and (3), who is on duty at the camp during all hours there are campers present. **(2) If 20% or more of the camper population are campers with disabilities, a health officer shall be on duty at the camp during all hours there are campers present and be 1 of the following:** **(a) A licensed physician.** **(b) A licensed physician's assistant.** **(c) A licensed nurse practitioner.** **(d) A registered nurse.** **(e) A licensed practical nurse.** **(f) A licensed emergency medical technician.** **(g) A licensed medical first responder.** **(h) An adult who is certified as a wilderness first responder or has met the requirements equivalent to those set forth by the National Outdoor Leadership School manual number 16175, which is adopted by reference in R 400.11103.**
Findings: The camp did not have an agreement with local EMS or employ a camp health officer. A written corrective action plan is required.	
R 400.11143	**Transportation policy statement; vehicles and drivers; hayrides; watercraft**
	(1) A camp shall establish and follow written policies for program and emergency transportation. The policies shall include all of the following: **(a) Driver qualifications.** **(b) Vehicle inspection and maintenance.** **(c) Camper supervision.** **(d) Emergency evacuation.** **(e) Camper loading and unloading procedures.**
Findings: The camp did not have a transportation policy that addresses the required items. A written corrective action plan is required	
R 400.11149	**Site; emergency procedures; plans; use of facilities; equipment; fire drills.**
	(5) A camp shall conduct a fire safety orientation for each new group of campers within 48 hours of arrival. The orientation shall include the sounding of the fire alarm and identification of means of egress including exit locations in any camper occupied buildings where the exits are not readily visible. A camp shall maintain for the season a written record of the orientations.
Findings: The camp did not have a written record of fire safety orientations. A written corrective action plan is required.	

RECOMMENDATION

Upon submission of an acceptable written corrective action plan, I recommend issuance of original issuance of children's day camp and campsite license.

Approval:	Signature	Printed Name	Date

Consultant:		James Vanden Heuvel	9/11/2026
Manager:		Deondra S. Ramsey	9/23/2026