RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

SHELLY EDGERTON
DIRECTOR

August 10, 2018

Patricia Billette
The Creature Conservancy Zoo
4950 Ann Arbor-Saline Rd
Ann Arbor, MI 48103

RE: Application #: CD810389395 and SD810389776
The Creature Conservancy Zoo Camp
4950 Ann Arbor Saline Rd
Ann Arbor, MI 48103

Dear Ms. Billette:

Attached is the Original Licensing Study Report for the above referenced facility. You have submitted an acceptable written corrective action plan covering the violations cited in the report. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a provisional license is 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 Russ Misiak, HFA and Camp Manager, at (616) 356-0769.

Sincerely,

R Pasman

Becky Pasman, Licensing Consultant
Bureau of Community and Health Systems
322 E. Stockbridge Ave
Kalamazoo, MI 49001
(269) 303-2149

enclosure

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
LICENSING STUDY REPORT

I. IDENTIFYING INFORMATION

License Number:	CD810389395
Applicant Name:	The Creature Conservancy Zoo
Applicant Address:	4950 Ann Arbor-Saline Rd Ann Arbor, MI 48103
Applicant Telephone #:	(734) 929-9324
Administrator/Licensee Designee:	Patricia Billette, Administrator
Name of Camp:	The Creature Conservancy Zoo Camp
Name of Site:	The Creature Conservancy
Site Number:	SD810389776
Site Address:	4950 Ann Arbor Saline Rd Ann Arbor, MI 48103
Telephone #:	(734) 929-9324
Application Date:	07/11/2017

Program Type	Gender	Capacity	From Age	Thru Age
Child Camp - Day	BOTH	26	6	18

II. METHODOLOGY

07/11/2017	Enrollment $100.00 ck# 101497
07/18/2017	Application Incomplete Letter Sent, Site App/Fee needed
08/08/2017	Contact - Document Received completed Site App/Fee
08/08/2017	Application Complete/On-site Needed
08/08/2017	File Transferred to Field Office to S Seager
08/28/2017	Inspection Completed On-site
10/26/2017	Contact - Telephone call made re: status on EHI for private well
10/27/2017	Contact - Telephone call received change in personnel, new director starts 4/18
12/15/2017	Contact - Telephone call received License issuance pending satisfactory EHI
05/15/2018	Contact - Document Sent email sent regarding Rule 302, Initial EHI needed to operate a Child Camp License
06/14/2018	Contact - Document Received email: TCC submitted Environmental Health Inspection request to county health department.
06/18/2018	Inspection Completed On-site
06/18/2018	Inspection Completed-BCAL Sub. Compliance, Corrective Action Plan requested.
07/05/2018	Corrective Action Plan Received
07/05/2018	Corrective Action Plan Approved
07/07/2018	Inspection Completed Environmental Health – A rating
07/17/2018	Inspection Completed-BCAL Full Compliance

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

This day camp site is in the center of Washtenaw County in Pittsfield township. Creature Conservancy is located three miles north of Saline and eleven miles southeast of Ann Arbor. The 13-acre parcel of land includes a public veterinary hospital and pet hospitality center, an educational center, enclosed animal habitat exhibit spaces, a barnyard, a large exhibit hall and fowl pond. The designated camp office and health and wellness station, camper restrooms are located at the Conservancy's education center. Mott's Children Hospital in Ann Arbor is within eleven miles of this site.

B. Program Description

The Zoo Camp provides care and supervision for children between the ages of 6 through 17 years of age. Camper program begins at 9:00 AM and concludes at 4:00PM Monday thru Friday, an aftercare program is available from 4:00 PM to 6:00 PM. The Camp's elementary science-based activities include nature education with an emphasis on natural habitat, animal behaviors, and animal feeding, crafts, and field sports. Adolescent campers participate directly in aspects of zoo keeping such as food preparation and delivery, enclosure maintenance and cleaning with an emphasis on the research and conservation. The campers are supervised by adult staff with some minor staff for support. The staff are trained in proper supervision, behavior management, child protection, and program development for age groups. Plans for emergencies, rain, and regular camp operations meet licensing rule compliance

C. Rule/Statutory Violations

MCL 722.115	**License or certificate of registration required;**
	(2) A person, partnership, firm, corporation, association, nongovernmental organization, or governmental organization, except for the department of health and human services or a local county department of health and human services office, shall not establish or maintain a child care organization unless licensed by the department. Application for a license shall be made on forms provided, and in the manner prescribed, by the department. Before issuing or renewing a license, the department shall investigate the applicant's activities and proposed standards of care and shall make an on-site visit of the proposed or established organization. Except as otherwise provided in this subsection, if the department is satisfied as to the need for a child care organization, its financial stability, the applicant's good moral character, and that the services and facilities are

	conducive to the welfare of the children, the department shall issue or renew the license. If a county juvenile agency as defined in section 2 of the county juvenile agency act, 1998 PA 518, MCL 45.622, certifies to the department that it intends to contract with an applicant for a new license, the department shall issue or deny the license within 60 days after it receives a complete application as provided in section 5b.

For Reference: MCL 722.11	**Definitions;**
	(b) "Child care organization" means a governmental or nongovernmental organization having as its principal function receiving minor children for care, maintenance, training, and supervision, notwithstanding that educational instruction may be given. Child care organization includes organizations commonly described as child caring institutions, child placing agencies, children's camps, children's campsites, children's therapeutic group homes, child care centers, day care centers, nursery schools, parent cooperative preschools, foster homes, group homes, or child care homes. Child care organization does not include a governmental or nongovernmental organization that does either of the following: **(i) Provides care exclusively to minors who have been emancipated by court order under section 4(3) of 1968 PA 293, MCL 722.4.** **(ii) Provides care exclusively to persons who are 18 years of age or older and to minors who have been emancipated by court order under section 4(3) of 1968 PA 293, MCL 722.4, at the same location.** **(e) "Children's camp" means a residential, day, troop, or travel camp that provides care and supervision and is conducted in a natural environment for more than 4 children, apart from the children's parents, relatives, or legal guardians, for 5 or more days in a 14-day period.**

On 7/11/17, Creature Zoo Conservatory made application for a Site and Program license. On 7/18/17, 8/28/17, 10/26/17, 12/15/17, and 5/15/18, the applicant was notified that both the Site and program applications were incomplete. Consultation was provided that for license issuance to proceed the applicant had to receive an acceptable Environmental Health Inspection and submit compliant policies and procedures. As of the inspection completed on 6/18/18, the applicant had not ensured both conditions of licensure and was operating the camp in direct violation of this citation. **Environmental Health Inspection completed 07/17/2018. **	
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: **(d) Three statements of positive reference that are obtained before staff assignment and that are from persons unrelated to the staff member.**
All staff application listed three references, but the camp did not document verification and/or obtain statements of positive reference. **Reference checks on 2018 staff completed week of 06/18/2018, Camp Manual updated to include collection of 3 positive references as a stipulation before hire **	
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: **(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.**
The camp manager was unable to produce criminal history documents for three out of three staff members engaged with campers. **Request submitted results received on 7/5/18. Camp Handbook updated to include background check is a stipulation for hire. **	
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: **(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.**

The camp manager was unable to produce Central Registry Clearance documents for three out of three staff members engaged with camper. ** Request submitted to the department. Camp Handbook updated to include Central Registry Clearance is a stipulation for hire. **	
R 400.11109	**Staff.**
	(9) A camp shall establish and provide a pre-camp training program for staff members. A camp shall ensure that the overall training time, including pre-camp training, shall be not less than 3 hours for each week a person works for the first 10 weeks of the camp's operation.
Staff training documentation demonstrated fifteen hours of training for this ten-week camp program, falling short of the required training by 15 hours. **Additional in-service training completed on 7/4 and 7/8/2018. Camp handbook updated to include the ratio of training to the weeks of operation. **	
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.
A letter of agreement with the emergency service provider was not available for review at the time of the compliance visit (6/18/2018). Certification for the staff member identified as the health officer does not meet the requirements of Adult and Pediatric CPR/First aid/AED for the professional rescuer or health care provider. ** On 6/21/18, Verbal agreement made with Saline Fire Department, 07/04/18 Letter of formal agreement received. Reminder set to request agreement letter annually. **	

IV. RECOMMENDATION

An acceptable corrective action plan has been received. On 7/7/18, an acceptable environmental health certification was received. Therefore, I recommend issuance of a provisional Program and Site license to this child Day camp.



8/10/18

Becky Pasman — Date
Licensing Consultant

Approved By:



8/10/18

Russell B. Misiak — Date
Area Manager