GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

ORLENE HAWKS
DIRECTOR

July 31, 2021

Katie Watkins
New Level Sports Ministries
400 W. Michigan Ave.
Battle Creek, MI 49037

RE: Application #: CD130402177 and SD130403373
Camp iCAN
400 Michigan Avenue, West
Battle Creek, MI 49037

Dear Ms. Watkins:

Attached is the Original Licensing Study Report for the above referenced facility. Due to the violations, 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.

Upon receipt of an acceptable corrective action plan, an original license will be issued. If you fail to submit an acceptable corrective action plan, disciplinary action will result.

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 Grand Rapids Office Support, at (616) 356-0101.

Sincerely,

Jarrah Buch-Price

Jarrah Buch-Price, Licensing Consultant
Bureau of Community and Health Systems
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(269) 615-6200

enclosure

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

I. IDENTIFYING INFORMATION

License Number:	CD130402177
Applicant Name:	New Level Sports Ministries
Applicant Address:	400 W. Michigan Ave. Battle Creek, MI 49037
Applicant Telephone #:	(269) 274-7094
Administrator/Licensee Designee:	Marcus Austin
Name of Camp:	Camp iCAN
Name of Site:	New Level Sports Ministries Camp iCAN
Site Number:	SD130403373
Site Address:	400 Michigan Avenue, West Battle Creek, MI 49037
Telephone #:	(269) 964-4172
Application Date:	10/29/2019

Program Type	Gender	Capacity	From Age	Thru Age
Child Camp - Day	BOTH	100	5	14

II. METHODOLOGY

10/29/2019	Enrollment
10/29/2019	Application Incomplete Letter Sent Camp site application, fee, and 1326/Fingerprint/RI-030 needed.
02/03/2020	Contact - Document Received Camp site application, fee, and 1326/Fingerprint/RI-030.
02/11/2020	Application Complete/On-site Needed
02/11/2020	File Transferred to Field Office To J VandenHeuvel.
05/11/2020	Contact - Document Received Written policies received.
06/18/2020	Contact - Document Sent Written policy review sent with technical assistance.
06/24/2020	Inspection Completed On-site
06/24/2020	Contact - Document Received Updated policies received.
07/13/2020	Contact - Document Sent Written policy review sent with technical assistance.
07/30/2020	Contact - Document Received Updated policies received.
11/17/2020	Contact - Document Sent Follow up email sent requesting submission of incomplete polices.
11/20/2020	Contact - Document Received Email from Katie Watkins regarding incomplete policies.
12/23/2020	Contact - Document Received Email from Katie Watkins regarding incomplete policies.
05/17/2021	Contact - Document Sent Email sent requesting update on the status of the camp's intent to operate.
06/08/2021	Contact - Document Received Updated policies received.

06/08/2021	Contact - Document Sent Written policy review sent with technical assistance.
06/24/2021	Contact - Document Sent Request for submission of incomplete written policies.
07/09/2021	Inspection Completed On-site

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Site Description

Camp iCAN is operated by New Level Sports Ministries in city of Battle Creek, within Calhoun County. The facilities include multipurpose room, classrooms, bathrooms, athletic field, and green space. The areas meet compliance with licensing rules.

B. Program Description

The camp program provides care and supervision for children between the ages of five and 14 years of age during the hours 8:00am and 4:00pm Monday through Friday during the months of June through August. Campers will be involved in arts and crafts, dance, academics, drama, sports, and group games. Campers are supervised by adult staff trained in proper supervision, behavior management, and child protection. Plans for emergencies, rain, and regular camp operations meet licensing rule compliance.

C. Rule/Statutory Violations

The camp was found compliant with applicable rules and statutes except the following:

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:

(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.

Findings: Two criminal background checks completed on staff showed a criminal history. A written evaluation of the convictions was not completed.

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.

Findings: The camp is not completing central registry checks for staff over the age of 21. Of the 11 staff, five are over 21 years of age.

R 400.11109 Staff.

(8) A camp shall have a written job description for each staff classification covered by these rules. The job description shall contain all of the following information:

(a) Duties.

(b) Qualifications.

(c) Education and training requirements.

(d) Lines of authority.

Findings: Job descriptions do not include qualifications, educations and training requirements, and line of authority.

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.

Findings: Camp Director stated that only two hours of training was provided to staff prior to the start of camp. The camp operates for nine weeks; therefore, the minimum number of hours of training is 27 hours.

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.

Findings: The camp provided a covid response plan, but not the other components of the written health service policy. The health service policy was not reviewed by a physician.

R 400.11125 Staff health requirement.

A camp shall maintain a health history statement for each staff member. A camp shall maintain and safeguard any health information received in a manner consistent with the confidentiality requirements of 1973 PA 116 for children and their families and 1979 PA 218 for adult foster care residents.

Findings: The camp does not have health history statements for staff members.

R 400.11127 Camper health requirements.

(2) A camp shall maintain, in the camp, a health history statement signed by an authorized person for each camper and minor staff person. The statement shall include all of the following information:
(a) Current prescription and nonprescription drugs and

medications.
(b) Immunization status.
(c) Physical limitations.
(d) Allergies.
(e) Any special health and behavioral considerations.

Findings: The camper health history form does not ask about physical limitations, allergies, and any special health and behavioral considerations.

R 400.11149 **Site safety; emergency procedures; use of facilities; equipment; fire safety orientation.**

(2) A camp shall establish written procedures for a response to potential emergencies and disasters, including fire, severe weather, and a lost camper.

Findings: The camp director was able to describe the procedures for fire, severe weather, and a lost camper, but the procedures are not in writing.

R 400.11149 **Site safety; emergency procedures; use of facilities; equipment; fire safety orientation.**

(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: Fire safety orientations are being completed each week with campers, but the camp is not recording the orientations.

IV. RECOMMENDATION

Upon receipt of an acceptable corrective action plan, an original license will be issued.

Jarrah Buch-Price

7/23/21

Jarrah Buch-Price
Licensing Consultant

Date

Approved By:

Russell Misiak

7/28/21

Russell B. Misiak
Area Manager

Date