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

GRETCHEN WHITMER
GOVERNOR

MICHELLE RICHARD
ACTING DIRECTOR

June 5, 2024

Ashley Schmitz
KE East LLC, dba, KE Camps
174 Tamarak Circle
Skillman, NJ 08558

RE: Application #: CD280418487 & SD280418488
TCCC Day Camp
1725 S Union Street
Traverse City, MI 49684

Dear Ashley Schmitz:

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 Grand Rapids licensing unit at (616) 356-0100.

Sincerely,

David R. Martin
Camp Licensing Unit
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
(989) 370-9334

CAMP ORIGINAL LICENSING STUDY REPORT

Michigan Department of Lifelong Education, Advancement, and Potential

IDENTIFYING INFORMATION

PROGRAM License Number	PROGRAM (Camp) Name		Application Date		
CD280418487	TCCC Day Camp		05/15/2024		
PROGRAM Phone Number	**PROGRAM Applicant Address**		**City**	**State**	**Zip**
(877) 671-2267	174 Tamarack Circle		Skillman	NJ	08558
SITE License Number	**SITE Name**	**Camp SITE Address**	**City**		**Zip**
SD280418488	Traverse City Country Club	1725 S. Union Street	Traverse City		49684
Camp SITE Telephone	**Applicant/Licensee Designee Name**		**E-Mail**		
(231) 947-0985	Ashley Schmitz		ashley@kecamps.com		

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

Terms: Gender: Both From Age: 3 To Age: 10 Capacity: 48

PROGRAM Type: ☒ Day ☐ Residential ☐ Troop ☐ Travel ☐ Adult Camp

Camp SITE Type: ☒ Day Site ☐ Residential Site

METHODOLOGY

05/15/24	Enrollment
05/15/24	File Transferred to Field Office to J. VandenHeuvel via Sharepoint
05/15/24	Field Incomplete Letter Sent
05/22/24	Inspection Completed Onsite
05/22/24	Initial Policies and Procedures Submitted for Review
06/03/24	Written Policy Review completed
06/05/24	Completion of PSOR Clearance and Inspection Completed - BCAL Full Compliance

DESCRIPTION OF FINDINGS

A. SITE DESCRIPTION

Outdoor	☒ Acreage: 3	☒ Water Supply: Public	☒ Sewage: Public	Bodies of Water: ☐ Lake(s) ☐ Pond(s) ☐ River(s) ☒ Pool(s)		☐ Other:	
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: The day campsite is the Traverse City Country Club. The camp will use both indoor and outdoor facilities. The indoor facilities feature a banquet room/multi-purpose room, small classroom/craft room, and multiple bathrooms (both indoor and outdoor) for use. A small isolation area in the "Tee Box" is used for camper isolation/illness. The outdoor space includes one large putting green/recreation and game space, one standard putting green for practice, an outdoor banquet/lunch area, a separate gathering area for beginning and end of day activities, two outdoor pools, and tennis courts. The facility is conducive to host a day camp program.

B. PROGRAM DESCRIPTION

Operation	Days and Times of Operation: Monday through Friday; 8:30 AM to 3:30 PM
Staffing	Adult Staff to Camper Ratio: 1:10
Training	Staff Training Content Covers: ☒ proper supervision ☒ program development for age groups ☒ behavior management ☒ child protection ☒ plans for emergencies, rain, and regular camp operations. Proposed Staff Training Hours (3 hours per week of service): ☒Yes ☐No

Findings: The camp provides care and supervision for children between the ages of three and 10 during the hours of 8:30 AM and 3:30 PM, five days per week (Monday through Friday), June through July. The camp emphasizes team work, fun, creativity, and a concentration on the sports of golf, tennis, pickleball, and swimming/diving. The camp has weekly and daily themes that emphasize a variety of areas including arts and crafts, creativity, giving back to the community, sports, group games, golf, tennis and swimming. Campers are involved in running games, hikes, golf, tennis, pickleball, swimming/diving, and field games. The staff to camper ratio meets licensing standards. The staff are trained in proper supervision, behavior management, child protection, and program development for age groups. Plans for emergencies, rain, and regular camp PROGRAM operation meet licensing rule compliance.

C. RULE/STATUTORY VIOLATIONS

The camp PROGRAM and SITE were found to be compliant with statute and administrative rules.

RECOMMENDATION

I recommend issuance of an original SITE and PROGRAM licenses to this day children's camp.

David R. Martin	David R. Martin	6/5/2024
Consultant's Signature	Printed Name/Licensing Consultant	Date
Richard Lower	Richard Lower	6/7/2024
Approved By:	Printed Name/ Manager	Date

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