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

GRETCHEN WHITMER
GOVERNOR

MICHELLE RICHARD
ACTING DIRECTOR

June 10, 2024

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

RE: Application #: CD410418485 & SD410418486
KCC Day Camp
1600 College Avenue NE
Grand Rapids, MI 49505

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		
CD410418485	KCC 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**
SD410418486	Kent Country Club	1600 College Avenue NE	Grand Rapids		49505
Camp SITE Telephone	**Applicant/Licensee Designee Name**		**E-Mail**		
(616) 363-6811	Ashley Schmitz		ashley@kecamps.com		
Is the PROGRAM applicant the same as SITE Applicant/Licensee? ☒ Yes ☐ No			Terms: From Age: 5	Gender: Both	Capacity: 30 To Age: 11
PROGRAM Type ☒ Day ☐ Residential ☐ Troop ☐ Travel ☐ Adult Camp			**Camp SITE Type** ☒ Day Site ☐ Residential Site		

METHODOLOGY

5/15/24	Enrollment
5/15/24	File Transferred to Field Office to J. VandenHeuvel via Sharepoint
5/15/24	Field Incomplete Letter Sent
5/2/24	Inspection Completed Onsite
5/22/24	Initial Policies and Procedures Submitted for Review
6/4/24	Completion of PSOR Clearance and Inspection Completed - BCAL Full Compliance
6/10/24	Written Policy Completed

DESCRIPTION OF FINDINGS

A. SITE DESCRIPTION

Outdoor	☒ Acreage: 130	☒ 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 located at Kent Country Club. The campsite indoor space will be the Game Room (22 x 55) with adjacent bathrooms. The outdoor space includes playground, outdoor swimming pool, golf course, and open fields. 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 five and 11 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, 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, and swimming. Campers are involved in running games, hikes, golf, 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	6/10/2024
Consultant's Signature	Printed Name/Licensing Consultant	Date
Richard Lower	Richard Lower	6/11/2024
Approved By:	Printed Name/ Manager	Date

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