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

GRETCHEN WHITMER
GOVERNOR

MICHELLE RICHARD
ACTING DIRECTOR

June 10, 2024

Rebecca Kaszyca
Auburn Hills Day Camp
1827 North Squirrel Road
Auburn Hills, MI 48326

RE: Application #: CD630417879 and SD630417880
Auburn Hills Day Camp at Auburn Hills Community Center
3350 E Seyburn Dr.
Auburn Hills, MI 48326

Dear Rebecca Kaszyca

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,

James VandenHeuvel

James Vanden Heuvel, Lead Camp Consultant
Camp Licensing Unit
Unit 13, 7th Floor
350 Ottawa, N.W.
Grand Rapids, MI 49503
616-901-3730

CAMP ORIGINAL LICENSING STUDY REPORT

Michigan Department of Lifelong Education, Advancement, and Potential

IDENTIFYING INFORMATION

PROGRAM License Number	PROGRAM (Camp) Name		Application Date		
CD630417879	Auburn Hills Day Camp		9/22/23		
PROGRAM Phone Number	**PROGRAM Applicant Address**		**City**	**State**	**Zip**
248-370-9400	1827 North Squirrel Road		Auburn Hills	MI	48326
SITE License Number	**SITE Name**	**Camp SITE Address**	**City**		**Zip**
SD630417880	Auburn Hills Community Center	3350 E Seyburn Drive	Auburn Hills		48326
Camp SITE Telephone	**Applicant/Licensee Designee Name**		**E-Mail**		
248-370-9353	Rebecca Kaszyca		rkaszyca@auburnhills.org		
Is the PROGRAM applicant the same as SITE Applicant/Licensee? ☒ Yes ☐ No			Terms: Gender: Both From Age: 5		Capacity: 40 To Age: 12
PROGRAM Type ☒ Day ☐ Residential ☐ Troop ☐ Travel ☐ Adult Camp			**Camp SITE Type** ☒ Day Site ☐ Residential Site		

METHODOLOGY

09/22/2023	Enrollment
02/06/2024	Inspection completed onsite
05/20/2024	Written policies accepted
05/20/2024	PSOR on address completed.
05/20/2024	Inspection completed-full compliance

DESCRIPTION OF FINDINGS

A. SITE DESCRIPTION

Outdoor	☒ Acreage: 37 acres	☒ Water Supply: Public	☒ Sewage: Public	Bodies of Water: ☐ Lake(s) ☒ River(s) ☒ Pond(s) ☐ Pool(s)		☒ Other: city park and community center	
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: This day campsite is a city community center and 37 acre city park. The indoor space at the community center includes designated classroom spaces, use of the gymnasium, activity rooms, and bathrooms. The outdoor space includes open fields and grass areas, hiking trails, pavilions, playground areas, tennis courts, and outdoor bathrooms. The campsite is conducive to host a day camp program and meets applicable licensing rules.

B. PROGRAM DESCRIPTION

Operation	Days and Times of Operation: The program operates 5 weeks in the summer (Monday through Friday) from 8:00am to 6:00pm (including regular hours and extended care option).

Staffing	Adult Staff to Camper Ratio: 1 adult to 10 campers maximum.
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

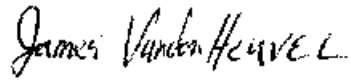
Findings: The day camp operation provides weekly themed outdoor age appropriate recreational activities for children from grades 1st to 8th grade. The camp activities include crafts, sports, cooperative games, and library visits. The camp staff are trained in child protection, behavior management, and emergency procedures. The camp meets applicable licensing rules.

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.

	James Vanden Heuvel	6/10/2024
Consultant's Signature	Printed Name/Licensing Consultant	Date
	Richard Lower	6/10/2024
Approved By:	Printed Name/ Manager	Date

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