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

LANSING

GRETCHEN WHITMER
GOVERNOR

BEVERLY WALKER-GRIFFEA
DIRECTOR

September 3, 2025

Mary Lou Lund
Schoolcraft County Fair Association
PO Box 110
Manistique, MI 49854

RE: Application #: CD770419697 and SD770419698
Schoolcraft County Fair Summer Day Camp
139 N. Lake Street
Manistique, MI 49854

Dear Mary Lou Lund:

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

If you desire technical assistance in addressing these issues, please feel free to contact me. In any event, the corrective action plan is due within 15 days. Failure to submit an acceptable corrective action plan will result in disciplinary action.

Please review the enclosed documentation for accuracy and contact me with any questions. If I am not available, and you need to speak to someone immediately, please contact the camp licensing unit at 833-665-8116.

Sincerely,

James Vanden Heuvel

James Vanden Heuvel, Lead Camp Consultant
Camp Licensing Unit
105 W. Allegan St. 2nd Floor
Lansing, MI 48933
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		
CD770419697	Schoolcraft County Fair Summer Day Camp		6/16/2025		
PROGRAM Phone Number	**PROGRAM Applicant Address**		**City**	**State**	**Zip**
906-286-9185	PO Box 110		Manistique	MI	49854
SITE License Number	**SITE Name**	**Camp SITE Address**	**City**	**State**	**Zip**
SD770419698	Schoolcraft County Fair Grounds	139 N Lake St.	Manistique	MI	49854
Camp SITE Telephone	**Applicant/Licensee Designee Name**		**E-Mail**		
906-286-9185	Mary Lou Lund		mlund@dsisd.net		

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

Terms: Gender: Both From Age: 3 Capacity: 80 To Age: 13

PROGRAM Type: ☒ Day ☐ Residential ☐ Troop ☐ Travel

SITE Type: ☒ New Day Site ☐ New Residential Site ☐ Existing Day Site ☐ Existing Residential Site

METHODOLOGY

06/16/2025	Enrollment
06/25/2025	Application Incomplete Letter Sent
06/25/2025	PSOR on Address Completed
07/01/2025	Contact Document-Received-Application Complete
08/26/2025	Inspection Completed-Onsite
08/26/2025	Inspection in Sub Compliance
09/03/2025	Corrective Action Plan Requested and due by 09/18/2025

DESCRIPTION OF FINDINGS

A. SITE DESCRIPTION

Outdoor

- ☒ Acreage: 2.53
- ☒ Water Supply: Public
- ☒ Sewage: Public
- Bodies of Water: ☐ Lake(s) ☒ Pond(s) ☐ River(s) ☐ Pool(s)
- ☒ Other: Fair grounds

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 children's day campsite is located at Schoolcraft County Fair Grounds in the city of Manistique, MI. The facility includes a 2.53-acre lot with a large (350ft x100ft) multi-use building for sheltering and inclement weather. The outdoor location is adjacent to the municipal baseball, playfields, and small playground. The property includes indoor bathrooms for each gender (2 toilets and 1 sink each) as well as porta-johns for use near outdoor activity area. There are no swimming or field trips from the campsite location.

B. PROGRAM DESCRIPTION

Operation Schedule Period (days, times, season)	Summer only program, 11 weekly sessions, 6:45am to 5:00pm.
Staffing (Adult Staff to Camper Ratio)	1 adult to 10 campers ratio

Training
(Staff Training Content and Time)

☒ proper supervision ☒ behavior management
☒ program development for age groups ☒ child protection
☒ plans for emergencies, rain, and regular camp operations.
Proposed Staff Training Hours (3 hours per week of service): ☒Yes ☐No

Findings: This day campsite program advertises a safe, educational, and fun environment for campers to develop personal growth through teamwork and group building. The daily schedule includes camper choice activities, structured sessions, projects, and meals. The day camp includes such activities as academic enrichment, arts/crafts, field games, and science/math activities. The campers are supervised by adult counselors who are trained in camp operations.

C. RULE/STATUTORY VIOLATIONS

The camp PROGRAM and SITE were found to be in substantial compliance with camp statute and administrative rule except the following:

APPLICABLE RULE	
R400.11109	**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: **(a) Name.** **(b) Documentation of compliance where the position occupied has experience or education requirements specified by an administrative rule.** **(c) Prior work history, including camp experience.** **(d) Three statements of positive reference that are obtained before staff assignment and that are from persons unrelated to the staff member.** **(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 (i) or (ii) or (f) of this subrule.** **(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.** **(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 did not have criminal background or central registry checks completed on all required staff and volunteers.	
R400.11119	**Health services 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.

FOR REFERENCE	
	(3) A camp's health service policy shall cover all of the following subjects: **(a) Procedures for camper health screening.** **(b) Arrangements for on-call health care consultation services.** **(c) Arrangements for emergency health care services and emergency transportation to an emergency health care facility.** **(d) First aid and health care supplies.** **(e)The storage and administration of prescription and nonprescription drugs and medications.** **(f) Medical procedures for camper trips away from a campsite.** **(g) Procedures for daily observation of each camper's physical state.** **(h) Procedures for prompt and responsive notification of the camper's authorized person.** **(i) Health officer staffing.** **(j) Procedures for preventing disease transmission/universal precautions equivalent to the procedures in the American red cross manual number 655107, which is adopted by reference in R 400.11103.**
Findings: The camp did not have a health services policy that covered all the subjects required.	
R400.11119	**Health services policy.**
	(2)A camp shall establish the health service policy in consultation with, and reviewed annually by, a licensed physician.
Findings: The camp did not have a review of the health services policy by a licensed physician.	
R400.11302	**Applicability; Environmental Health Inspections**
	(1)This part applies to campsites used by campers in adult foster care camps and children's residential camps and children's day camps that have private water or sewer systems or prepare meals for campers.
Findings: This children's day campsite does not have an acceptable rated environmental health inspection (EHI). The program uses a summer feeding program. Please provide either an acceptable rated EHI or a food service establishment license for the facility.	

RECOMMENDATION

Upon receipt of an acceptable Corrective Action Plan, I recommend issuance of an original SITE and PROGRAM licenses to this day children's camp.

James VandenHeuvel	James Vanden Heuvel	9/3/2025
Consultant's Signature	Printed Name/Licensing Consultant	Date
D.S. Ramsey	Deondra S. Ramsey	9/3/2025
Approved By:	Printed Name/ Manager	Date

Commented [JV1]: @Ramsey, Deondra (MiLEAP) please review and sign. Thank you.

Commented [DR2R1]: signed