STATE OF MICHIGAN
DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING

JENNIFER M. GRANHOLM
GOVERNOR

MARIANNE UDOW
DIRECTOR

June 12, 2007

Seth Kovarik
Grand Traverse Bay YMCA
3000 Racquet Club Dr
Traverse City, MI 49684

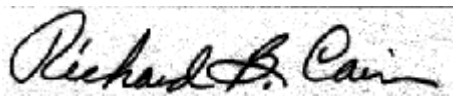
RE: Application #: CD280290206
SD280290210
Grand Traverse Bay YMCA Day Camp
3000 Racquet Club Dr.
Traverse City, MI 49684

Dear Mr. Kovarik:

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, a provisional license is issued.

Please review the enclosed documentation for accuracy and feel free to contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please feel free to contact Janice Tribble, Camp Manager, at 517. 335-6068.

Sincerely,



Richard B. Cain, Licensing Consultant
Office of Children and Adult Licensing
4410 S. Independence Dr.
Suttons Bay, MI 49682
231. 271-6767

enclosure

MICHIGAN DEPARTMENT OF HUMAN SERVICES
OFFICE OF CHILDREN AND ADULT LICENSING
LICENSING STUDY REPORT

I. IDENTIFYING INFORMATION

License Number:	CD280290206
Applicant Name:	Grand Traverse Bay YMCA
Applicant Address:	3000 Racquet Club Dr Traverse City, MI 49684
Applicant Telephone #:	(231) 933-9622
Administrator/Licensee Designee:	Seth Kovarik, Designee
Name of Camp:	Grand Traverse Bay YMCA Day Camp
Name of Site:	Grand Traverse Bay YMCA Day Camp
Site Number:	SD280290210
Site Address:	3000 Racquet Club Dr. Traverse City, MI 49684
Telephone #:	(231) 933-9622
Application Date:	04/27/2007

Program Type	Gender	Capacity	From Age	Thru Age
Child Camp - Day	BOTH	200	3	15

II. METHODOLOGY

04/27/2007	Enrollment
06/04/2007	Initial on-site visit to survey the day camp facilities and answer initial questions by director. Shared sample packet of required written policies/ statements and how they relate to this day camp.
06/07/2007	Return on- site visit to review developed statements/ policies and assistance given to further develop high adventure program statements with regards to Archery, Swimming and Canoeing. Also took a hike around the 40-acre property to view Archery range, area of Boardman river used by Canoeists, and how campers' gear and coolers, holding campers' lunches, are stored. Developed a list of policies that needed further work before formal visit of 6/12/07.
06/12/2007	On-site visit to review finished documents (Behavior Management Plan, Child Protection Plan, Swimming & Archery Statements, and Food Service Policy). Discussion of Field Trips and Staff- Camper ratio on the various planned trips.
06/12/2007	Entered events in Bits and Recommended a provisional License

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Day camp is situated on 40-acre parcel of land bordering Boardman River on the south edge of Traverse City. Camp will be using open fields and woods just south of YMCA building facilities. The woods have established paths and sites for different age groups to have their own space out of the sun. Campers have porta potties and drinking fountains located near the fields.
Campers and staff will have access to large gym in YMCA building on inclement weather days and as a place to gather during severe or threatening weather.

B. Program Description

This day camp offers eleven one week sessions for campers 5-15 years of age. Campers are divided into smaller groups that are assigned two counselors. These groups each have their own site in the woods for various games / activities. Campers are offered a variety of field sports, arts and crafts, hikes, and projects in their assigned sites. At least once a week campers have a scheduled field trip to a local beach, festival, playhouse, amusement park, or licensed resident camp in the region.

Campers bring their own lunch each day, in their own cooler. These lunches are stored on shelves, in a shaded area. One day a week campers design a menu for lunch and

each camper will be assigned to bring in a part of the meal. Food for these days is kept in a cooler in the YMCA building.

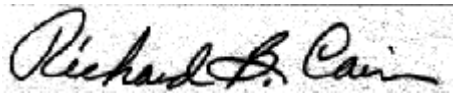
Each week a different theme is featured at the camp. Themes include Pirate Adventure, Cherry Festival, Walking in History, and Aloha week.

C. Rule/Statutory Violations

Rule 113	**Behavior Management Plan** A camp needs to develop a behavior management plan that includes all the required topics listed in this rule. The camps discipline plan did not include required topics of not depriving a camper of food, sleep; not placing a camper alone w/out staff supervision, observation, or interaction; or shall not be subjected to ridicule, threat corporal punishment, excessive physical exercise, or excessive restraint. The camp provided an acceptable plan on 6/12/2007.
Rule 115	**Child protection Plan** A camp must have a Child Protection Plan that includes all required topics including isolating of an alleged perpetrator. The camp's Child Protection Plan did not include this topic. The camp provided a complete Child protection Plan on 6/12/2007.
Rule 133(2)	**High Adventure Statement –Swimming** The camp's swim statement must include required lifesaving equipment that will be present and immediately available at all times. The camp added this list of needed lifesaving equipment to their swimming statement. (6/12/2007)
	All rule violations corrected this date, 6/12/2007.

IV. RECOMMENDATION

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I recommend issuance of a provisional license to this child camp - day.



Richard B. Cain
Licensing Consultant

Date:
June 12, 2007

Approved By:



Janice Tribble
Program Manager

Date:
June 13, 2007