



BOH Forms: #29 Children’s Camp Checklist

Board of Health and Local Health Department Standard Operating Procedures (SOP)

This **Checklist** highlights many of the permitting requirements for Recreational Camps for Children and similar operations. The checklist is designed to be used in tandem with **105CMR 430:00**. **Remember: BOH always has the final say on requirements.**

State Sanitary Code, Chapter IV – 105 CMR 430:00 Minimum Standards for Recreational Camps for Children

Note: while operating as a Recreational Camp for Children, facilities do not have to comply with the Housing Code CMR 410.00 but must provide safe and healthy buildings.

- Recreational Camps for Children are required to apply 90 days before opening for a Board of Health (BOH) permit to operate
- Returning permitted camps in good standing with the BOH may ask for a waiver of this 90 day requirement.
- Any person, entity or program that promotes or advertises itself as a camp, even if it does not meet the criteria listed in the Code is a regulated camp unless it meets the exceptions listed below.
- Offering a camp-like program between June 1 and September 30 is a Recreational Camp for Children regardless of the name the program has 5+ unrelated children under 18 (opening day) unless operated solely on a drop-in basis (no registration)
- Camps with beaches, pools or serving food will also need BOH permits and inspections for these activities as well.
- BOH routinely charge a fee for permits and fees for inspections and re-inspections.

None of the following are Children’s Camps

- (a) a childcare program licensed by the Department of Early Education and Care in accordance with M.G.L. c. 15D;
- (b) single purpose classes, workshops, clinics or programs sponsored by municipal recreation departments, or neighborhood playgrounds designed to serve primary play interests and needs of children, as well as affording limited recreation opportunities for all people of a residential neighborhood, whether supervised or unsupervised, located on municipal or non-municipal property, whether registration is required or participation is on a drop-in basis as provided in M.G.L. c. 111, § 127A;
- (c) a program operated solely on a drop-in basis;
- (d) classroom-based instructional program with no specialized high-risk activities (*see* 105 CMR 430.103)
- (e) a summer school program accredited by a recognized educational accreditation agency, where the accreditation includes standards for specialized high-risk activities, if the program involves such activities

Recreational Camp for Children Definitions

Note: BOH routinely permit/inspect children’s camps and may charge a fee under M.G.L. c. 140, § 32B of up to \$50 for the permit plus additional fees for other BOH Regulated Services such as food, beaches, pools, spas, inspections and re-inspections. Local Regulations can be stricter than the State. Permit fees may be charged for each camp session.

Recreational Camp for Children:
Any day, primitive or outpost, residential, sports, travel or trip camp conducted wholly or in part for recreation or instruction which:

- (a) operates for profit or philanthropic or charitable purposes, whether or not a fee is charged; and
- (b) serves five or more children who are not members of the family or personal guests of the operator; and
- (c) operates for any period of time between June 1 and September 30 or fewer than 15 business days during any other time of the year.

Day Camp:

- (a) operates on a site for more than two hours but less than 24 hours a day; and
- (b) operates for at least four days during a 14 consecutive day period in a city or town; and
- (c) meets the definition of a recreational camp for children.

Primitive or Outpost Camp:
A portion of a permanent camp premises or other site at which the basic needs for camp operation such as places of abode, water supply systems and permanent toilet and cooking facilities may not be provided.

Residential Camp:

- (a) meets the definition of a recreational camp for children; and
- (b) operates on a permanent site for three or more consecutive overnights; and
- (c) operates for at least **four** days during a 14 consecutive calendar day period in a city or town. (Be aware that some camps have tried to get around this by moving the camp from town to town during the season.)

BOH Regulated Children’s Camps Permitting Checklist

Initial Permit Application: probably requires BOH hearing & DEP notification to ensure safe water/sewer (MGL c.140, s 32B)

Application Date: at least 90 days before opening.

Renewal Applications: Permit can be issued at the discretion of the BOH without a hearing, DEP notification or inspection to existing day camps in good standing as per MGL c.140, s 32B that meet the requirements of CMR 430 and:

- (a) the camp is under the same ownership and directorship as the prior camping season; and
- (b) the camp has had a satisfactory inspection report the prior camping season; and
- (c) the Board of Health determines, based upon the record of the camp, there is no evident risk to the health and safety of the campers
- (d) and the camp is subsequently inspected by the Board of Health during the camping season.

Permit Expiration: December 31 (MGL c.140, s 32B) or as determined by the BOH.

Permit Details: Maximum # of campers;

- Inspections:** required before opening, after complaints, before each session to review health records, and anytime an issue arises. Residential camps should be inspected before opening. Day camps in good standing can be inspected after opening.
- Local Regulations:** BOH may pass local regulations stricter than the State Regulations at a properly convened BOH meeting.
- Reporting:** Name & address of camp, # of campers and staff, number of days of operations to DEP and DPH.
- Additional Permits:** Food, Beaches, Pools/Spas, dumpsters, portable toilets, etc. depending on State and local regulations.

Permit Requirements for a Recreational Camp for Children

- Note:** State Regulations require the following before issuing a BOH permit to operate. Local Regulations may be stricter.
- Water:** BOH approved/tested potable water supply that is regularly tested/piped to each campsite or within 1000 feet for tent sites.
 - Sewer:** BOH approved/safe septic/sewer system that is regularly inspected and has a BOH approved maintenance contract.
 - Occupancy:** Maximum number of campers and staff must be stated on the permit.
 - Camp Structures:** structurally sound, weathertight, easily cleanable, floor, adequate lighting and ventilation.
 - Fire and Building Inspector Approvals:** Maximum Occupancy Limit, exits, alarms, signs, inspections, certifications, etc.
 - Solid Wastes:** Adequate Refuse Management Plan
 - Residential Camps:** 1 Shower/20 persons & 1 sink/10 people & 2 toilets for each gender plus 1 toilet/10 persons over 20
 - Day Camps:** 2 toilets for each gender plus 1 toilet/30 persons/gender over 60 persons
 - Toilets** within 200 ft of sleeping areas feet with adequate supply of toilet paper and water.
 - Poison ivy** and poison oak cleared within 50 feet of cabins.

Required Documents

- Medical Plan approved/Signed by Healthcare Consultant
- Healthcare Consultant Signed Agreement
- Healthcare Supervisor Signed Agreement
- Emergency Plan
- Fire Evacuation Plan
- Staff Manual
- Staff Training Plan
- Staff CORI/SORI reports
- Camper and Staff Health Records
- Parent/Family Manual
- Transportation Plan if bussing or taking field trips
- Certifications, safety inspections, other permits, etc.
- Safety Plan for hazardous activities such as swimming, boating, archery, horseback riding, shooting, climbing, etc.

[Recreational camps for children - Community Sanitation | Mass.gov](#)

- Authorization to Administer Medication
- DPH Standards for Training Health Care Supervisor
- DPH Standards for Training HC Supervisor & Other to use EPI pens
- Health Care Consultant Agreement
- Medication Admin Competency Skill Checklist
- Rec Camp Operator Checklist
- Sample Daily Med Log
- Sample HCC Acknowledgement of On-Site Medications
- Unknown or Unauthorized Persons Emergency Plan
- Rec Ca,[Injury and Incident Report and Notification Form

DPH Rec Camp Checklist

¹ **Please note:** When seeking a recreational camp license for each community where the camp is located, an applicant shall file an application with the Board of Health at least 90 days prior to the desired opening date, using a form provided by the Department or available from the Board of Health documenting all required information, including, but not limited to, a plan showing the buildings, structures, fixtures and facilities, as needed. [105 CMR 430.631]

Documentation to Have on File	All	If Applicable
Staff information forms (e.g. - applications, contact information, health records, certifications, etc.)	✓	
Procedures for the background review of staff and volunteers [105 CMR 430.090]	✓	
A copy of promotional literature [105 CMR 430.190(C)]	✓	
Procedures for reporting suspected child abuse or neglect [105 CMR 430.093]	✓	
A camp health care and medication administration policy [105 CMR 430.159(B) and 105 CMR 430.160(E)]	✓	
A discipline policy [105 CMR 430.191]	✓	

A fire evacuation plan – approved by the local fire department [105 CMR 430.210(A)]	✓	
A written statement of compliance from the local fire department 105 CMR 430.215]	✓	
A disaster/emergency plan [105 CMR 430.210(B)]	✓	
A lost camper plan [105 CMR 430.210(C)]	✓	
A lost swimmer plan (when applicable) [105 CMR 430.210(C)]		✓
A traffic control plan [105 CMR 430.210(D)]	✓	
A disease outbreak response plan [105 CMR 430.210(E)]	✓	
A boating safety plan (when applicable) [105 CMR 430.103(B)(6)]		✓
For Day Camps – contingency plans [105 CMR 430.211]		✓
For Field Trips – A written itinerary, including sources of emergency care, access to health records/medication/first aid kits and contingency plans to be provided to the parents/guardians prior to departure [105 CMR 430.212]		✓
A current certificate of inspection from the local building inspector [105 CMR 430.451]	✓	
The lab analysis of a private water supply source (if applicable) [105 CMR 430.300]		✓

Licensing:

Complete N/A

Contact the local <u>Board of Health / Health Department</u> regarding annual licensing at least 90 days prior to opening. ¹		
Contact the Municipal <u>Building and Fire Departments</u> for a facility annual inspection OR obtain a copy of the Municipal Building and Fire Departments annual inspection of the facility.		

Policies and Procedures:

Complete N/A

Develop / Review / Update all required recreational camp policies and procedures.		
Review compliance with all associated regulations (food service, pools, beaches, medical waste, Christians Law, etc.).		
Review field trip itineraries, policies & procedures, staffing, and first aid kits.		
Review emergency plans, ensure adequate staff training, and conduct fire drills.		
Review all specialized high-risk activities, including aquatics, have plans and staff in place		
Ensure all facilities being maintained in good order (housekeeping, sanitation, egress, etc.).		

Staff:

Complete N/A

Obtain applications, conduct background checks (including CORI/SORI) for all staff and volunteers, and finalize hiring.		
Obtain health records, medical histories, immunizations, and physicals (if applicable) for all staff and campers.		
Identify required medications to be administered at camp and obtain sign off from the camp’s Health Care Consultant acknowledging all medications.		
Finalize the annual Health Care Consultant (HCC) Agreement; ensure health care policies are reviewed and signed.		
Ensure adequate on-site health care supervisor(s) in-place and trained by HCC (as applicable).		
Develop agenda of all required trainings for staff / volunteer orientation.		

BOH Orders to Correct – see BOH Job Aid on Enforcement for details.

Public Health Orders*	The BOH has broad authority to pass local regulations; order mandatory isolation and quarantine, suspend evictions, require special sanitation at the owner’s expense or restrict the use of housing or occupancy in emergencies.
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