



Operating a camp requires effort, motivation, and commitment. As a camp owner and/or the director you are responsible for all aspects of the camp including but not limited to plans and policies, food services, safety of the staff and campers, handling emergencies, obtaining the required permits from the Building Department, Fire, and Health Department. You are also responsible for scheduling the required inspections with the Health Department.

To make the process easy for you, the Health Department has developed a guide to operating a camp in the City of Northampton.

The first step to opening a camp is to review the 105 CMR 430.000 Minimum Standards for Recreational Camps for Children (State Sanitary Code, Chapter IV) at

<http://www.mass.gov/eohhs/docs/dph/regs/105cmr430.pdf>

If you need explanation or have any concerns in terms of the code requirements, please call or email the Health Department at 587-1214.

The required list of documents that must be completed and submitted before your application for a license can be fully processed are listed below. You are strongly encouraged to complete these documents as soon as possible and submit them sixty (60) days prior to opening camp.

- Application
- A list of all staff and volunteers including names, ages (over or under 18 yrs.), applicable current certifications (if any), such as CPR or First Aid, and anticipated role. Use as many pages as necessary to complete this.
- Appropriate fees

**All camps must be prepared for inspection prior to opening day. You will not be able to operate the camp if any of the following requirements are not met.**

The following documents and policies must be available for inspectors 10 days prior to opening camp. We have also provided a checklist to assist you with compliance.

- 1.) Get C.O.R.I. and S.O.R.I. checks for staff from the state. If you have employees from out of state or country, please call the Health Department for more information. **First Time Camp:** Please note that it requires at least 4-8 weeks to obtain CORI certification for your agency so please start the process as early as possible. For more information, please visit the Criminal History Systems Board at: <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/>
- 2.) Make sure that everyone who is going to attend the camp has the required certificates of immunizations and physical exams prior to the opening day. Make sure immunizations have dates when immunizations were given. For more information about required immunizations please check this link for campers and staff under 18 years of age <http://www.northamptonma.gov/healthdept/uploads/listWidget/9689/Required%20Immunizat>

[ions%20For%20Camps.pdf](#) and this link for campers and staff 18 years of age and older  
[http://www.northamptonma.gov/healthdept/uploads/listWidget/9707/Required%20Immunizat  
ions%2018%20and%20over.pdf](http://www.northamptonma.gov/healthdept/uploads/listWidget/9707/Required%20Immunizat<br/>ions%2018%20and%20over.pdf)

- 3.) All persons and staff must attend orientation and have a written orientation plan.
- 4.) Make sure you have a signed and written health care director agreement with written orders for use by the health care supervisor.

- 5.) Have written plans and procedures for the following regulations:

- .090 (A) Procedures for background review of staff and volunteers
- .091 Staff and volunteer orientation plan and review
- .093 Abuse and neglect prevention/reporting procedures
- .191 (B) (C) Discipline policy with: appropriate discipline methods and prohibitions
- .210 (A) Fire evacuation plan and drills
- .210 (B) Disaster plan
- .210 (C) Lost camper plan
- .210 (C) Lost swimmer plan
- .210 (D) Traffic control plan
- .211 Contingency plans- Day camp
  - .211 (A) Camper doesn't show up for a day
  - .211 (B) Campers doesn't show up at a point of pick up
  - .211 (C) Child not registered arrives

- 5.) Provide staff with a copy of the camp's written medical policy and train staff in infection control procedures and implementation.

- 6.) Have a bound medical log book with pre-numbered pages.

- 7.) All medication prescribed for campers shall be kept in a locked storage cabinet used exclusively for medication, which is kept locked except when opened to obtain medication. The cabinet shall be substantially constructed and anchored securely to a solid surface.

- 8.) The operator shall print on any promotional literature or brochures the following, "This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health."

- 9.) Please make sure that you fill out an application for the camp and send in the required fee along with the application and attachments.

In order to conduct an effective and time efficient inspection, please make sure that you have all the paper work organized for the inspector. Suggestions include but are not limited to 3 ring binders, expandable files etc.

**Please Note:** If you are applying for an original camp license, that is, the original camp license in each community where the camp is located, you must file a plan showing the following with the Board of Health at least 60 days before desired opening date (see MGL Ch. 140 S. 32A).

- Building, structures, fixtures and facilities
- Proposed source of water supply
- Works for disposal of sewage and waste water.

## CHECKLIST

Required list of documents that must be completed and submitted before your application for a license can be fully processed. **You are strongly encouraged to complete these documents as soon as possible and submit them sixty (60) days prior to opening camp.**

- Application completed
- Attach a list of all staff and volunteers including the names, ages (over or under 18 yrs.), applicable current certifications (if any), such as First Aid, and the anticipated role at the camp. Use as many pages as necessary to complete this.
- Appropriate fees submitted with application (see below)

**The following documents and policies must be available for inspectors 10 days prior to opening camp.**

- Written agreement with Health Care Consultant
- Campers' Medical Records: physical exams and certificates of immunization with dates.
- Procedures for the background review of staff (CORI) (105 CMR 430.090)
- Copy of Promotional Material (105 CMR 430.190(C))
- Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)
- Health care policy (105 CMR 430.159(B))
- Discipline policy (105 CMR 430.191)
- Fire Evacuation plan (approved by local fire department) (105 CMR 430.210(A))
- Disaster plan (105CMR 430.210(B))
- Lost camper plan (105 CMR 430.210(C))
- Lost swimmer plan (105 CMR 430.210(C))
- Traffic control plan (105 CMR 430.210(D))
- Day Camps – contingency plan (105 CMR 430.211)
- Primitive, Trip or Travel Camps – Written itinerary, including sources of emergency care, and contingency plans (105 CMR 430.212).
- Current certificate of occupancy from local building inspector (105 CMR 430.451).
- Written statement of compliance from the local fire department (105 CMR 430.215).

- If applying for initial license, lab analysis of private water supply (if applicable) (105 CMR 430.303).
- There will be an inspection prior to opening and at least one other time during the season.