

Recreational Camps for Children *Permit Checklist* (105 CMR 430.000)

PERMITS/APPROVALS

- Current certificate(s) of inspection from local building inspector for all sleeping or assembly areas (.451)
- Written Compliance from local fire department (.215)

BACKGROUND INFORMATION AND ORIENTATION REQUIREMENTS

- Written procedures for review of background information of Staff and Volunteers (.090A)
- Staff/Volunteer Orientation: Detailed Orientation Plan with attendance records, specialized trainings, training on Disaster/Emergency Plans, Health Care and Infection Control Policies, and annual concussion awareness training. (.091)

CAMP POLICIES - WRITTEN

- Abuse and Neglect Prevention Policies and Procedures (.093)
 - Reporting procedures in accordance with M.G.L c. 119 § 51A
 - Written notification to MDPH and LBOH if 51A report is filed with DCF
- Camper released only to Parents/Guardians or: (.190B)
 - Designated individual with Parent/Guardian authorization (electronic or hard copy form)
 - Authorized alternative arrangements
- Protocol to handle unrecognized persons at camp (.190D)
- Discipline Policy: Identify appropriate discipline methods and list the Prohibitions (exactly as stated below): (.191)
 - Corporal Punishment, including spanking, is prohibited
 - No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse
 - No camper shall be denied food, water, or shelter
 - No child shall be punished for soiling, wetting or not using the toilet
- Fire Evacuation Plan and Drills: Plan indicated fire drills held within the first 24 hours of each session (.210A)
- Disaster/Emergency Plan (.210B)
- Lost Camper Plan/Lost Swimmer Plan (.210C)
- Traffic Control Plan (.210D)
- Disease Outbreak Response Plan (.210E)
- Sunscreen policy with parent/guardian sign off (.163)

DAY CAMPS – SPECIAL CONTINGENCY PLANS

- Camper doesn't show up for a day (.211A)
- Camper doesn't show up at point of pick up (.211B)
- Child not registered arrives (.211C)

PROMOTIONAL LITERATURE/GENERAL REQUIREMENTS - *COPY REQUIRED/UPLOADED*

- Meningococcal Disease & Immunization information provided to Parents/Guardians annually (.157C)
- Policies Provided to Parents/Guardians: Care of Mildly Ill Campers, Administration of Medications and Emergency Health Care Provisions (.157D)
- Inform parents of their right to review Background Check, Health Care, Discipline Policies, and grievance procedures upon request (.157E)
- Regulatory compliance and licensing statement on all promotional literature/advertisements: "This camp must comply with regulations of the MDPH and be licensed by the LBOH." (.190C)

FIELD TRIPS

- Written itinerary provided to Parents/Guardians and means to notify Parents/Guardians of changes to itinerary before departure (.212A)
- Minimum 1 health care supervisor (HCS) accompanying field trip and for travel/trip/primitive camps the source of emergency care identified (.212B)
- Health records and medications readily accessible for all campers/staff and First Aid kit present (.212C)
- Written contingency plans for all field trips (natural disasters, lost camper/swimmer, injuries and illnesses) (.212D)

TRANSPORTATION – *PROVIDE DETAILS*

- Vehicles comply with M.G.L. c. 90 §§ 7B & 7D: (.250)
 - <14 passengers & driver is camp coach, director, etc. camp vehicles may be used
 - >14 passengers, vehicles must be school bus
 - RMV compliant w/ annual safety inspection
- Seatbelts must be worn (.251C)
- Proper Automobile insurance (.253)

STAFF QUALIFICATIONS

Camp Director Requirements

- DAY: 21 yrs. +, complete a Camp Administration Course or 2+ seasons experience (.102B)
- Designated Substitute (.102D)

Required Ratio of Counselors to Campers:

- Staffing plan to supervise campers with disabilities during regular and specialized high-risk activities. (.101AB, .103)

MEDICAL PERSONELL

Health Care Consultant (HCC)

- MD/DO NP PA (.020)
- Develop written orders to be followed by HCS, including responsibilities for medication administration (159A6)
- Acknowledge in writing a list of all medications administered at camp (.160C)
- Develop/provide trainings and tests for competency for: (.160IJ)
 - HCS on prescription medication administration
 - HCS and other staff on administering Epinephrine Auto-Injectors
 - Unlicensed individuals authorized to administer medications for diabetes care only at medical specialty camps
 - Unlicensed HCS on the signs and symptoms of hypo- and hyperglycemia and appropriate diabetic plan management (no test required)

Health Care Supervisor (HCS) (Must have at least 1 HCS on site at all times)

- License # (if applicable):
- MD PA NP RN LPN with CPR/First Aid certificate **OR** 18yrs.+ , with First Aid/CPR certificate (.020 , .159CE)
- Documentation of completed required trainings for unlicensed HCS: (.160I)
 - Prescription medication administration
 - Administering Epinephrine Auto-Injectors
 - Signs/symptoms of hypo- and hyperglycemia and appropriate diabetic plan management

Health Care Training for Other Camp Staff

- Documentation of completed required training and test of competency for other camp staff designated to administer Epinephrine Auto-Injectors

MEDICAL POLICIES AND FACILITIES

- Written Camp Health Care Policy (.159B)
- Written Medication Administration Policy: (.160CEFG)
 - List of HCS authorized to administer medications, individuals authorized to administer medications for diabetes care pursuant to 105 CMR 430.159F
 - Training requirements
 - Obtain written Parent/Guardian permission or informed consent for medication(s) to be administered to minors
- Medical Log is readily available, signed by authorized staff and includes all health complaints, treatments, and medication administration errors (.155)
- Policy for all medications returned to Parents/Guardians or properly disposed of and documented in disposal log (.160K)
- Injury and Incident Report(s) completed for a fatality, serious injury/incident, or medication administration error. Electronic copy sent to MDPH & LBOH (.154)
- Medical/Biological waste managed in accordance with 105 CMR 480.000 (.140 , .160L)

SWIMMING (IF OFFERED)

- Ma Swimming Pool in compliance with 105 CMR 435.000 (Permit Posted) and compliant with VGB Act and pool fence requirements (.430)
- Swim test to classify swimmers by ability at pools and beaches (Christian's Law) (.204B , .430B)

WATERCRAFT ACTIVITIES (IF OFFERED)

- Properly trained counselor supervising paddle sport watercraft activities: (.103B2)
 - ARC Basic Water Rescue **OR** LG; and
 - ARC Small Craft Safety **OR** ACA Paddle Sports course; and
 - In person training specific to watercraft activities being overseen

HORSEBACK RIDING (IF OFFERED)

- Instructor(s) Name:
- Riding instructor(s) licensed in accordance with M.G.L. c. 128, § 2A (.103F)
- Riders must wear hard hat at all times (.208A)
- Horses boarded in a stable licensed by LBOH in accordance with M.G.L. c. 111, § § 155 and 158 (.208B)

CHALLENGE COURSE OR CLIMBING WALL (IF OFFERED)

- Licensed and maintained in accordance with 520 CMR 5.00 Amusement Devices (.103G1)
- Annual inspection with written report (.103G2)

ADDITIONAL CAMPGROUND REQUIREMENTS

- Tobacco, alcohol, and marijuana use prohibited during camp operating hours (.165/.166)
- Rodent and insect control (.400)

FOOD SERVICE

- Food service in compliance with 105 CMR 590 with food permit prominently displayed. **USDA Summer Food Service Program** written documentation of compliance with 105 CMR 590 (.320)
- Policy on proper methods for storing meals brought from home and method to provide meals to campers who arrive without a lunch (.355)

MAINTENANCE OF RECORDS

- Policy- Operator maintains all records for campers, staff, and volunteers for a minimum of 3 years (.145)
 - Records properly destroyed after retention period