



CONCORD BOARD OF HEALTH

141 Keyes Road
Concord, MA 01742
Phone: (978) 318-3275



Public Health
Prevent. Promote. Protect.

February 6, 2026

Dear Camp Operator,

Welcome to the 2026 camp season. Camp permits became due for renewal in the Permiteyes online permitting system on February 1, 2026. We strongly encourage all operators to apply early and submit all required documentation as soon as possible.

Camp inspections are divided into two components:

1. **Advance “paperwork” review**, which must be submitted in full no later than 90 days prior to camp operations; and
2. **An in-person inspection**, which we aim to complete prior to the start of camp.

The Health Division has two inspectors, Andréa Joseph and Michael Funaiole, who will be conducting camp permit reviews and on-site inspections. In addition, Katie Stanislawzyk, Public Health Nurse, will be conducting medical record reviews and on-site medical inspections.

Last year, Concord licensed 20 recreational camps—significantly more than many neighboring communities. To ensure an efficient and consistent process for both staff and camp operators, we have updated and reorganized the inspection form (attached). All items in the **first section** of the form must be submitted in full **in advance** and approved before an inspection can be scheduled. All required documents must be uploaded to the Permiteyes portal. (insert link to inspection form)

Please complete the online permitting application with **updated information for the 2026 camp season no later than April 1, 2026**. The Health Division will review submissions within two weeks and respond through the Permiteyes portal. Please ensure that the individual submitting the application monitors the portal regularly for communications.

Online permitting can be accessed here:

[Online Health Division Permitting | Concord, MA \(concordma.gov\)](https://www.concordma.gov/health-division/permitting).

Important Reminders

- All camps must receive a **pre-operational inspection at least two weeks prior to the program start date**, which includes both medical record review and a site inspection. All documentation must be uploaded by the April 1 deadline, as records are reviewed **in advance** of the inspection. Camps that follow the attached 2026 inspection form generally experience a smoother on-site inspection process.

- The **Camp Director must be on site during camp operations**. A clearly designated person-in-charge must be identified as the Camp Director and must be separate from the Medical Supervisor.
- A **Camp Director resume is required**, even if the individual has served in this role previously.
- Health histories for non-sports day camps must include:
 - Allergies (either listed or explicitly denied)
 - Required medications (either listed or explicitly denied)

Any health conditions or impairments that may affect participation in camp activities

Note: A physician statement indicating approval for full participation in sports, camp, and school activities satisfies this requirement
- **Health histories for residential, sports, or trip camps must include:**
 - Allergies (either listed or explicitly denied)
 - Required medications (either listed or explicitly denied)*
 - Any health conditions or impairments that may affect participation in camp activities

Note: A physician statement indicating approval for full participation in sports, camp, and school activities satisfies this requirement.

A physical must be conducted during the preceding 18 months from the start of camp. Health histories for residential, sports, or trip camps must be signed by a licensed healthcare provider; a parent or guardian signature alone is not sufficient (105 CMR 430.151).

*Please review physician physical forms carefully. Historically, up to 50% do not include medication information.

The Health Division may conduct spot-check inspections during camp operations as needed.

Regulations

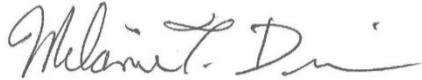
The recreational camp regulations were last updated in March 2024. There are **no new regulatory changes** for the 2026 season. Regulations and guidance documents can be found her [Recreational camps for children - Community Sanitation | Mass.gov](#)

Please contact the Health Division to schedule a pre-camp inspection **at least four weeks prior** to your anticipated opening date to allow adequate scheduling. The Health Division can be reached at **(978) 318-3275**, Monday through Thursday from 8:30 a.m. to 4:00 p.m., and Fridays from 8:00 a.m. to 12:00 p.m.

If you have questions or have not received a response through the Permiteyes portal, please email healthdepartment@concordma.gov

Please note that **permit fees must be paid** and **all required documentation must be complete and compliant** prior to scheduling a pre-operational inspection. Failure to comply with state and local requirements may result in a delay or denial of a Permit to Operate.

We look forward to working with you during the 2026 camp season.

A handwritten signature in cursive script, reading "Melanie T. Dineen".

Sincerely,
Melanie T. Dineen
Public Health Director