



Town of Wilmington

Board of Health

Application for Recreational Camp 2019

Date _____

PERMIT FEE - \$100.00 _____

To the Licensing Authorities:

The undersigned hereby applies for a license in accordance with the provisions of the Statutes relating thereto :

Name of Camp: _____
Site Address: _____
Site Telephone: _____
Fax: _____
Email address: _____

Name of Camp Owner: _____
Office Address: _____
Telephone Number: _____

Name of Health Care Consultant _____
Address: _____
Telephone Number: _____

Type of Camp: Day _____ Residential _____
Hours of Operation _____
Dates of Operation: Opening: _____ Closing _____
Meals Provided Yes _____ Food Permit Number _____ No _____

in said Town of Wilmington, MA, in accordance with the rules and regulations made under authority of said Statutes.

Signature of Applicant

Address

Federal I.D.

Required Documents

See the Massachusetts Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV – 105 CMR 430.000 and the guidance documents issued by the Department of Public Health, Division of Community Sanitation for additional assistance with developing the following documents:

Timing of Paperwork Submission

A. All new camps and renewing camps shall submit a complete application, including their Administration Handbook, Parent Information, Staff Orientation materials, and completed license application by **May 1st** of each year for review by the Wilmington Health Department.

B. Immunization records, as required, shall be complete and ready for review by the Wilmington Health Department no less than one (1) week prior to the first day of camp.

C. Health records and physicals as required under 105 CMR 430.150 and 430.151 of the current Minimum Sanitation and Safety Standards for Recreational Camps for Children (State Sanitary Code: Chapter IV), shall also be complete and ready for review no less than one (1) week prior to the first day of camp.

Documents to be included in application:

- Staff information forms (see attached)
- Procedures for the background review of staff (105 CMR 430.090)
- Copy of promotional literature (105 CMR 430.190(C))
- Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)
- Medicine storage & administration procedures (105 CMR 430.160)

The operator of each recreational camp for children shall provide:

(A) A designated Massachusetts licensed physician, certified nurse practitioner, or physician assistant having documented pediatric training, as the camp's health care consultant.

(B) A written camp health care policy, approved by the Board of Health and by the camp health care consultant. Such policy shall include, but not be limited to: daily health supervision; infection control; medication storage and administration, including self-administration when appropriate, pursuant to the requirements of 105 CMR 430.160; procedures for using insect repellent; conducting tick checks; promoting allergy awareness; handling health emergencies and accidents, including parental/guardian notifications; available ambulance services; provision for medical, nursing and first aid services; the name of the designated on-site camp health care supervisor; the name, address, and phone number of the camp health care consultant required by 105 CMR 430.159(A); and the name of the health care supervisor(s) required by 105 CMR 430.159(E), if applicable.

(1) Each full time staff member shall receive a copy of the policy and shall be trained in the program's infection control procedures and implementation of the policy during staff orientation.

(2) Prior to admitting a child to the camp, parents and guardians shall be provided a copy of the policy pertaining to the care of mildly ill campers, administration of medication and the procedures for providing emergency health care. A complete copy of the policy shall be furnished to parents and guardians upon their request.

- Discipline policy (105 CMR 430.191)
- Disaster plan (105 CMR 430.210(B))
- Lost camper plan (105 CMR 430.210(C))
- 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) if applicable
- Written statement of compliance from the local fire department (105 CMR 430.215) if applicable
- If applying for initial license after January 1, 2000 – lab analysis of private water supply (if applicable) (105 CMR 430.300, .303) if applicable

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 90 days before your desired opening date (See MGL Ch. 140 s. 32A):

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

Camp Director

Name: _____

Age: _____

Coursework in camping administration: _____

Previous camp administration experience: _____

Health Care Consultant

Name: _____

Type of Medical License (must be a physician, nurse practitioner, or physician assistant with pediatric training): _____

MA Lic. Number : _____

Health Supervisor

Name: _____

Age: _____

Type of Medical License, Registration or Training (See 105 CMR 430.159 (C) _____

Attach the names, ages, applicable current certifications (if any), such as First Aid, and the anticipated role at the camp of all supervisory staff (see below). Use as many pages as necessary to complete this.

Supervisory staff means those persons with the responsibility, authority and training to provide direct supervision to camper groups. This may include counselors, junior counselors, general activity leaders or other staff who provide supervision to campers without assistance.

(C) At a minimum the operator shall require for each camping season, the following with regard to each staff person:

(1) Prior work history, including name, address and phone number of a contact person at each place of employment for the previous five years, and

(2) Three positive reference checks from individuals not related to the staff person including, but not limited to, previous employers or school administrators. Returning staff persons may use references on record with the camp from the preceding year to satisfy the requirements of 105 CMR 430.090(C)(2). However, if there is a gap in employment with the camp for at least one camp season, new references shall be required.

(3) Inquiry by the operator into each staff person's prior criminal history. Such inquiry shall include, at a minimum, self-reporting of any felony conviction and a criminal history inquiry as indicated:

(a) The operator shall obtain a sex offender registry information check from the

Massachusetts Sex Offenders Registry Board for all prospective staff. International staff entering the country pursuant to a visa and who have not previously been in the United States are exempt;

(b) In accordance with M.G.L. c. 6, § 172G, operators shall obtain a CORI/Juvenile Report from the Massachusetts Criminal History Systems Board for all prospective staff.

(c) For prospective staff whose permanent residence is not Massachusetts (out of state and international), the operator, where practicable, shall also obtain from the applicant's state criminal information system, local chief of police, or other local authority with access to relevant information, a criminal record check or its recognized equivalent.

(d) If there is no interruption in the staff person's employment by the camp/organization from the time of the initial background check, no new criminal or sex offender history is required for each camping season. This applies only to permanent employees of the same camp/organization. Any break in employment service requires a new criminal history and sex offender inquiry for the staff person.

430.151: Physical Examinations by Physician and Certificate of Immunization

(A) Every camper and full time staff person shall prior to attending or after receiving a conditional offer of employment from a residential, travel, sports, or trip camp, furnish to the camp the following, prepared and signed by a licensed health care provider:

(1) A current medical history which lists allergies, required medications, and any health conditions or impairments which may affect the individual's activities while attending the camp;

(2) A report of a physical examination

No person known to be suffering from tuberculosis in a communicable form, or having evidence of symptoms thereof, shall be allowed to work or attend a recreational camp for children in any capacity which might bring him or her into contact with any camper at such camp. Screening and testing for tuberculosis shall be in accordance with the most current guidance issued by the Department's Tuberculosis Prevention Program.