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# APPLICATION CHECKLIST FOR RECREATIONAL CAMPS

## *REQUIRED DOCUMENTS*

The following checklist has been developed to help with your application submission of these required documents, see the MA 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 these documents. This information is available at <http://www.mass.gov/dph/dcs.htm> . CORI information can be obtained at <http://www.mass.gov/chsb/cori.html> and SORI information can be obtained at <http://www.mass.gov/sorb> .

- 1. Staff information forms (see attached)
- 2. Procedures for the background review of staff (105 CMR 430.090)
- 3. Copy of promotional literature with the wording “**This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local Board of Health**”. (105 CMR 430.190(C))
- 4. Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)
- 5. Health care policy (105 CMR 430.159(B))
- 6. Health care consultant agreement (105 CMR 430.159(A))
- 7. Discipline policy (105 CMR 430.191)
- 8. Fire evacuation plan – approved by local fire department (105 CMR 430.210(A))
- 9. Disaster plan (105 CMR 430.210(B))
- 10. Lost camper plan (105 CMR 430.210(C))
- 11. Lost swimmer plan (105 CMR 430.210(C))
- 12. Traffic control plan (105 CMR 430.210(D))
- 13. Day Camps – contingency plan (105 CMR 430.211)
- 14. Primitive, Trip or Travel Camps – Written itinerary, including sources of emergency care, and contingency plans (105 CMR 430.212)
- 15. Current certificate of occupancy from local building inspector (105 CMR 430.451)
- 16. Written statement of compliance from the local fire department (105 CMR 430.215)
- 17. If applying for initial license after January 1, 2000 – lab analysis of private water supply (if applicable) (105 CMR 430.300, .303)

Please note: If you are applying for an original camp license 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):

- O1. Buildings, structures, fixtures and facilities
- O2. Proposed source of water supply
- O3. Works for disposal or sewage and waste water