



Checklist for Camp Operators

Per 105 CMR 430.000, Recreational Camps for Children are required to:

1. Develop and implement numerous site-specific policies and procedures and
2. Ensure that staff members are properly trained in all of them.

Prior to the arrival of campers, camp operators must conduct an orientation where hands-on training can take place regarding programmatic aspects of the camp along with other required important policies and procedures.

Below are checklists for documentation, procedures, licensing, and staffing. If you have questions about any of the information, please contact your local board of health (LBOH).

Documentation

Have on File:	Check When Complete
Staff information forms (e.g. - applications, contact information, health records, certifications)	
Procedures for the background review of staff and volunteers 105 CMR 430.090	
A copy of promotional literature (if applicable) 105 CMR 430.190(C)	
Procedures for reporting suspected child abuse or neglect 105 CMR 430.093	
Camp health care policy including written orders to be followed by health care supervisor (HCS) and health care consultant (HCC) agreement 105 CMR 430.159 (A), (B)	
Medication administration policy and a written list of all medications to be administered 105 CMR 430.160 (A), (C), (D)	
Documentation of HCC required trainings (signs of hypo/hyperglycemia, diabetic plan management, and administering epi-pen with evidence of competency) 105 CMR 430.160 (E), (G), (H)	
Sunscreen policy with signature of parent/guardian 105 CMR 430.163	
Discipline policy 105 CMR 430.191	

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Have on File:	Check When Complete
Fire evacuation plan – approved by the local fire department 105 CMR 430.210(A)	
Written statement of compliance from the local fire department 105 CMR 430.215	
Disaster/Emergency plan 105 CMR 430.210(B)	
Lost camper plan 105 CMR 430.210(C)	
Lost swimmer plan (if applicable) 105 CMR 430.210(C)	
Traffic control plan 105 CMR 430.210(D)	
For Day Camps – Contingency plans (when applicable) 105 CMR 430.211	
For Field Trips (if applicable) - A written itinerary, including sources of emergency care, access to health records/medication/first aid kits and contingency plans to be provided to the parents/guardians prior to departure 105 CMR 430.212	
Current certificate of inspection from the local building inspector 105 CMR 430.451	
If applying for an initial license after January 1, 2000 – the lab analysis of a private well water supply source (if applicable) 105 CMR 430.300	

Licensing

Contact:	Check When Complete
Your LBOH regarding annual licensing at least 90 days prior to opening. ¹	
Your municipal Building and Fire Departments for an annual inspection of the facility OR obtain a copy of the municipal Building and Fire Departments annual inspection of the facility.	

¹ **Please note:** When seeking a recreational camp license in each community where the camp is located, an applicant must file an application with the LBOH at least 90 days prior to the desired opening date, using a form provided by the Department or the LBOH. The application must include all required information, including, but not limited to, a plan showing the buildings, structures, fixtures and facilities, as needed. [105 CMR 430.631]

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Procedures

Each Year, Be Sure To:	Check When Complete
Develop/review/update all required recreational camp policies and procedures (see Documentation above).	
<p>For medical policies and procedures, be sure to:</p> <ul style="list-style-type: none"> • Store all medications in original containers, in a secured manner per American Camp Association, and at proper temperature. • Specify who has been authorized and properly trained to administer medication, including use of epi-pens and insulin. • Properly dispose of medications and record in a log. • Maintain a medical log that will be readily available and signed by an authorized staff person. • Complete an Injury Report for a fatality or serious injury and send a copy to MDPH and LBOH. • Provide an infirmary that includes lighting and, for residential camps, one that is easily recognizable, accessible during the day and night, and includes an area for isolation of an ill child capable of providing negative pressure. • Provide at least one Class A and one Class B first aid kit (ANSI Z308.1-2015 standards) 	
Review compliance with all associated regulations (e.g., beaches, drinking water, food establishments, medical waste, swimming pools, solid waste, and wastewater)	
Review field trip itineraries, policies & procedures, staffing, and first aid kits	
Review emergency plans, ensure adequate staff training, and conduct fire drills	
Review all specialized high risk activities, including aquatics, and have plans and staff in place	
Ensure all facilities being maintained in good order (e.g., housekeeping, sanitation, egress)	

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Staffing

Each Year, Be Sure To:	Check When Complete
Obtain applications, conduct background checks (including CORI/SORI), and finalize hiring for all staff and volunteers	
<p>Obtain health and immunization records (or exemptions) for all staff & campers and identify medications that will require written orders or specialized training from the HCC</p> <p><i>Notes</i></p> <ol style="list-style-type: none"> 1. Staff/Camper < 18 years of age require emergency contact information and written parental permission for medication, emergency care, and self-administration of epi-pen or insulin and camper > 18 years of age require emergency contact information. 105 CMR 430.150, 105 CMR 430.160(D), 105 CMR 430.190 (A) 2. Residential, Travel, Trip, and Sports Camps require camper and staff medical history and physical exam within past 18 months and Day Camps require a medical history signed by Parent/Guardian 105 CMR 430.151(A)(B) 	
<p>Finalize HCC Agreement and ensure health care policies are reviewed and signed.</p> <p>HCC Qualifications: (MD/DO, NP, or PA with documented pediatric training)</p> <p>License #: _____ Type: _____</p>	
<p>Ensure a qualified on-site HCS(s) is in-place and trained by HCC (as applicable). All Camps must have at least 1 HCS on site at all times.</p> <p>Health Care Supervisor Qualifications: MD; PA; NP; RN; LPN or 18 yrs.+, First Aid & CPR certified.</p>	
Develop an agenda for staff and volunteer orientation and make sure all required training is completed	