

CAMP APPLICATION CHECKLIST

Submit to Health Department

1. Camp Application & Fee _____
2. Food Permit/Beach Application(s) (if applicable) _____
3. Health Care Consultant Agreement _____
4. Camp Brochure _____
5. Camp Binder _____

Affix in Camp Binder – Provide to Health Department for Review of Policies

Camp Binder to be returned to camp operator at conclusion of review.

6. Health (Medical) Care Policy _____
7. Physicians Written Plan for First Aid _____
8. Procedures for Isolating Ill Children _____
9. Contingency Plan _____
 - Children who are registered and on the camp roll but fail to arrive for a given day's activities _____
 - Children who fail to arrive at the point of pickup following a given day's activities _____
 - Children who appear at camp without having registered and without prior notification _____
10. Emergency Plan _____
 - a. Fire evacuation plan _____
 - b. Disaster & Emergency Care plan _____
 - c. Lost camper and swimmer plan _____
 - d. Traffic control plan _____
11. Discipline Plan _____
12. Procedures for Background Review of Staff and Volunteers _____
13. Orientation Plan for Staff and Volunteers _____
14. Reporting Suspected Child Abuse and Neglect Plan _____
15. Copy of State Regulations for Camps: 105 CMR 430.000 _____

- Additional Camp information including the State Regulations can be found at <http://www.state.ma.us/dph/dcs/>

To be Made Available / Identified at Time of Inspection

- Health Records for current staff: Health History, Physical Examination, and Certificate of Immunization _____
- Health Records for current campers: Health History and Certificate of Immunization _____
- Criminal Offender Record Information for current staff (includes volunteers) _____
- Sexual Offender Registry Information for current staff (includes volunteers) _____
- Certificate of Occupancy _____
- Permit from Fire Department _____
- Injury Log Book _____
- Working telephone(s) with current roster posted with appropriate phone #'s _____
- Locked Medication Storage Area _____
- First Aid Area, Supplies, and Kits _____
- Current First Aid and CPR certifications for required staff _____