



## Recreational Camp Operator Check-List

Recreational camps are required to develop and implement numerous site-specific policies and procedures, and to 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 is a list of the documents that a camp may be required to have, along with a check-list to facilitate record keeping provisions and compliance. If you have questions as to whether a particular camp must have a certain plan, please contact your local board of health.

Documentation to Have on File	All Camps	Only If Applicable
Staff information forms (e.g. - applications, contact information, health records, certifications, etc.)	✓	
Procedures for the background review of staff and volunteers [105 CMR 430.090]	✓	
A copy of promotional literature [105 CMR 430.190(C)]		✓
Procedures for reporting suspected child abuse or neglect [105 CMR 430.093]	✓	
A camp health care policy [105 CMR 430.159(B)]	✓	
A discipline policy [105 CMR 430.191]	✓	
A fire evacuation plan – approved by the local fire department [105 CMR 430.210(A)]	✓	
A written statement of compliance from the local fire department [105 CMR 430.215]	✓	
A Disaster/Emergency plan [105 CMR 430.210(B)]	✓	
A lost camper plan [105 CMR 430.210(C)]	✓	
A lost swimmer plan (when applicable) [105 CMR 430.210(C)]		✓
A traffic control plan [105 CMR 430.210(D)]	✓	
For Day Camps – contingency plans [105 CMR 430.211]		✓
For Field Trips – 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]		✓
A 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]		✓



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### Licensing:

	Complete	N/A
Contact the local <u>Board of Health / Health Department</u> regarding annual licensing at least 90 days prior to opening. <sup>1</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Contact the Municipal <u>Building and Fire Departments</u> for a facility annual inspection <u>OR</u> obtain a copy of the Municipal Building and Fire Departments annual inspection of the facility.	<input type="checkbox"/>	<input type="checkbox"/>

### Policies and Procedures:

	Complete	N/A
Develop / Review / Update all required recreational camp policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Review compliance with all associated regulations (food service, pools, beaches, medical waste, etc.).	<input type="checkbox"/>	<input type="checkbox"/>
Review field trip itineraries, policies & procedures, staffing, and first aid kits.	<input type="checkbox"/>	<input type="checkbox"/>
Review emergency plans, ensure adequate staff training, and conduct fire drills.	<input type="checkbox"/>	<input type="checkbox"/>
Review all specialized high risk activities, including aquatics, have plans and staff in place.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all facilities being maintained in good order (housekeeping, sanitation, egress, etc.).	<input type="checkbox"/>	<input type="checkbox"/>

### Staff:

	Complete	N/A
Obtain applications, conduct background checks (including CORI/SORI) for all staff and volunteers, and finalize hiring.	<input type="checkbox"/>	<input type="checkbox"/>
Obtain health records for all staff & campers, identify required medications for HCC.	<input type="checkbox"/>	<input type="checkbox"/>
Finalize Health Care Consultant (HCC) Agreement; ensure health care policies are reviewed & signed.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure adequate on-site health care supervisor(s) in-place and trained by HCC (as applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Develop agenda for staff / volunteer orientation and all required training to be completed.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> **Please note:** When seeking a recreational camp license for each community where the camp is located, an applicant shall file an application with the Board of Health at least 90 days prior to the desired opening date, using a form provided by the Department or available from the Board of Health documenting all required information, including, but not limited to, a plan showing the buildings, structures, fixtures and facilities, as needed. [105 CMR 430.631] .