



TOWN OF WELLESLEY

HEALTH DEPARTMENT

ANNIE F. WARREN BUILDING
90 WASHINGTON STREET
WELLESLEY, MA 02481
PH: 781.235.0135
FAX: 781.235.4685

To: Wellesley Camp Directors
From: Leonard Izzo, Director
Date: March 10, 2016
Re: 2016 Summer Camp Applications

Enclosed please find camp application(s) for the summer 2016 season.

Applications and standard operating documentation must be submitted no later than 12 noon on April 28, 2016. **THREE RING BINDERS MUST INCLUDE AN INDEX PAGE.**

Please contact Ann Marie McCauley with questions and to schedule an appointment. Ann Marie can be reached Monday-Wednesday 8:00 AM – 2:30 PM at:

amcauley@wellesleyma.gov

Main office: 781.235.0135 ext. 4105

Direct dial: 781.489.4356

Follow-up information is due in this office fourteen (14) days in advance of the camp opening inspection. Late applications and late follow-up information are subject to late fees. (\$50 for the first day and \$10 for each additional day) and may result in your inability to obtain a permit for your camp. Please review the attached Required Documents checklist carefully to ensure that the proper information is submitted as required.

Documents that are incomplete or do not meet the requirements will be returned for revision. You will need to arrange for your camp to be inspected one week prior to camp opening. It is your responsibility to schedule this appointment. No camp will be licensed on opening day. Camp staff and camper record inspections will be reviewed at least one week prior to the session opening. Camps that do not provide adequate documentation or complete forms will not be permitted to open.

Please remember that it is your responsibility to review and meet all current camp regulations. The regulations must be on site during camp operation.

Please note that the Camp Completion Seasonal report form is enclosed and due in this office on or before September 8, 2016 (late fees will apply). We look forward to assisting you through the camp permitting process and to a safe camping season for all.

Fees will remain the same for the 2016 camp season. Please note that we anticipate an increase in fees for the 2017 camp season.