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## **2016 RECREATIONAL CAMPS FOR CHILDREN**

**APPLICATIONS AND ALL ASSOCIATED MATERIALS MUST BE SUBMITTED TO THE HEALTH DEPARTMENT ON OR BEFORE APRIL 28, 2016 BY 12 noon. LATE FEES WILL APPLY.**

Contact Ann Marie McCauley with questions, concerns and appointment scheduling. Ann Marie can be reached at:

**[ammcauley@wellesleyma.gov](mailto:ammcauley@wellesleyma.gov)**  
**Main office: 781.235.0135 ext 4105**  
**Direct dial: 781.489.4356**

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### General Guidelines:

Below please find ALL the necessary information, forms and documents to complete your camp application for the 2016 season. It is suggested that you review this information in advance of the application deadline to ensure that you have adequate time to obtain all documentation.

### **Camp Regulations**

All camps must have a copy of the regulations on file. Below please find the link for the Massachusetts Camp Regulations, 105 CMR 430.000: MINIMUM STANDARDS FOR RECREATIONAL CAMPS FOR CHILDREN (STATE SANITARY CODE, CHAPTER IV)  
<http://www.mass.gov/eohhs/docs/dph/regs/105cmr430.pdf>

### **Application Documents:**

Please print and review the following documents. These documents include the forms that must be completed and included in your camp application due on April 28, 2016 (by 12 noon).

**Camp binders should be presented in the same order as listed below in an index.**

1. Links to web documents
2. Camp Packet letter
3. Camp Application
4. Camp Application enclosures
5. Camp Seasonal Report form
6. Required Documents Checklist
7. Guidelines for Medications
8. Camp Medication – parent authorization
9. Camp Medication Log
10. Reportable Diseases to Local Boards of Health
11. Camp Injury report
12. Camp Consultant agreement
13. Acknowledgement of on- site medications
14. CORI and SORI General Guidelines
15. Certification Compliance with 105CMR 430.090
16. Fire Department Checklist

## **Additional information**

The following documents include informational guidelines, forms and memos specifically for recreational camps in Massachusetts

1. Mass Department of Public Health – Documents Referencing Recreational Camps  
<http://www.mass.gov/eohhs/gov/departments/dph/programs/environmental-health/comm-sanitation/camps-recreational.html>
2. Criminal Offender Record Information (CORI) updates and information  
<http://www.mass.gov/eopss/agencies/dcjis/>
3. Required and Recommended Immunizations for Campers and Staff (MPDH)  
<http://www.mass.gov/eohhs/docs/dph/cdc/immunization/recommended-camp-immunizations.pdf>
4. Guidelines for the Storage and Administration of Meds in Camps  
<http://www.mass.gov/eohhs/docs/dph/environmental/sanitation/camp-medication-guidelines.pdf>
5. Sample Daily medication log (complete for each medication)  
<http://www.mass.gov/eohhs/docs/dph/environmental/sanitation/camp-medication-log.pdf>
6. Communicable and other infectious diseases reportable in MA to Local Boards of Health  
<http://www.mass.gov/eohhs/docs/dph/cdc/reporting/rprtbdiseases-lboh.pdf>
7. Healthcare Consultant Agreement  
<http://www.mass.gov/eohhs/docs/dph/environmental/sanitation/camp-consultant-agreement.pdf>
8. Sample Health Care Consultant Acknowledgement of On-Site Medications  
<http://www.mass.gov/eohhs/docs/dph/environmental/sanitation/camp-medication-form.pdf>
9. CDC Guide to Extreme Heat Prevention  
[http://www.bt.cdc.gov/disasters/extremeheat/heat\\_guide.asp](http://www.bt.cdc.gov/disasters/extremeheat/heat_guide.asp)
10. Rabies: Public Health Fact Sheet  
<http://www.mass.gov/eohhs/docs/dph/cdc/factsheets/rabies.pdf>
11. Bats: Is your summer camp bat proof?  
<http://www.mass.gov/eohhs/docs/dph/cdc/rabies/bat-proof-summer-camp.pdf>
12. Fire Prevention Inspection /Fire Drill Checklist for Camps  
<http://www.mass.gov/eohhs/docs/dph/environmental/sanitation/camp-memo20000202-fire-protection.pdf>
13. CDC Tick information  
<http://www.cdc.gov/ticks/>
14. MDPH Mumps information  
<http://www.mass.gov/eohhs/docs/dph/cdc/factsheets/m-o/mumps.rtf>
15. MOSQUITOES  
Please check back for additional information.