

2016 REQUIRED DOCUMENTS CHECKLIST- DUE APRIL 28, 2016

Standard Documents

The following standard operating documents must accompany your camp permit application and must be submitted to the Health Department no later than APRIL 28, 2016.

	DOCUMENT REQUIRED	DUE DATE
	Contingency Plan (105 CMR 430.211)	APRIL 28, 2016
	Disaster Plan (105 CMR 430.210)	APRIL 28, 2016
	Lost Camper Plan (105 CMR 430.210C)	APRIL 28, 2016
	Lost Swimmer Plan (105 CMR 430.210 C)	APRIL 28, 2016
	Discipline policy (105 CMR 430.191)	APRIL 28, 2016
	Fire Evacuation Plan and documentation of recent fire safety inspection- approved by the local fire department (105 CMR 430.210)	APRIL 28, 2016
	Health Care Policy (105 CMR 430.159 B)	APRIL 28, 2016
	Health Care Consultant Agreement (105 CMR 430.159)	APRIL 28, 2016
	Procedure for reporting suspected child abuse or neglect (105 CMR 430.093)	APRIL 28, 2016
	Promotional Materials (These materials must advise the public that the camp is permitted by the Wellesley Health Department.) (105 CMR 430.190 C)	APRIL 28, 2016
	Guidelines for Storage and Administration of Medications (105 CMR 430.160)	APRIL 28, 2016
	Promotional Materials (These materials must advise the public that the camp is permitted by the Wellesley Health Department.) (105 CMR 430.190 C)	APRIL 28, 2016

REQUIRED DOCUMENTS CHECKLIST

Follow-up Documents

Follow-up documents must be submitted to the Health Department fourteen (14) days in advance of camp opening inspection.

REMINDER: Camp Completion report is due in this office on September 8, 2016.

	DOCUMENT REQUIRED	DUE DATE
	Staff Health and Immunization Records (105 CMR 430.151)	<u>fourteen (14) days</u> in advance of camp opening
	Campers Health Immunization Records	<u>fourteen (14) days</u> in advance of camp opening
	Documentation of Required Staff Certifications (CPR/First Aid) (105 CMR 430. 100; 430.101; 430.103)	<u>fourteen (14) days</u> in advance of camp opening
	Documentation of background review of staff (105 CMR 430.090) (INCLUDES CORI AND SORI)	<u>fourteen (14) days</u> in advance of camp opening
	Camp Roster	<u>fourteen (14) days</u> in advance of camp opening
	Staff Roster	<u>fourteen (14) days</u> in advance of camp opening
	Camp Completion Report Form	September 8, 2016

Required Documents

See the MA Regulations for Minimum Sanitation and Safety Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV - 105 CMR 430.000 and the guidance documents issued by the Department of Public Health, Division of Community Sanitation for additional assistance with developing the following documents.

The following items **must** be included with your permit application:

- Staff information forms
- Procedures for the background review of staff (105 CMR 430.090) to include Criminal Offender Record Information and Sexual Offender Registration Information
- Copy of promotional literature (105 CMR 430.190 (C))
- Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)
- Health care policy (105 CMR 430.159 (B))
- Discipline policy (105 CMR 430.191)
- Fire evacuation plan - approved by local fire department (105 CMR 430.210 (A))
- Disaster plan (105 CMR 430.210 (B))
- Lost camper plan (105 CMR 430.210 (C))
- Lost swimmer plan (105 CMR 430.210(C))
- Traffic control plan (105 CMR 430.210(D))
- Day Camps - contingency plan (105 CMR 430.211)
- Primitive, Trip or Travel Camps - Written itinerary, including sources of emergency care, and contingency plans (105 CMR 430.212)
- Written statement of compliance from the local fire department (105 CMR 430.215)
- Proof of Fire Safety Inspection
- Camper Roster (due fourteen days in advance of inspection)
- Staff Roster (due fourteen days in advance of inspection)
- \$200 application fee
- Camp Completion Seasonal report