



TOWN OF WELLESLEY
HEALTH DEPARTMENT

90 WASHINGTON STREET
 WELLESLEY, MA 02481
 PH: 781.235.0135 FAX: 781.235.4685

To: Wellesley Camp Directors
 From: Leonard Izzo, Director
 Date: 2/24/2023
 Re: 2023 Summer Camp Applications

The camp application can be found at: www.wellesleyma.gov/health
Follow the links to PERMITS: Camp Packet 2023

Welcome to the 2023 Summer Camp Season. Applications and standard operating documentation must be submitted no later than **12 noon on Wednesday, April 26th, 2023**. Be sure to review and include all documents on the **REQUIRED DOCUMENTS CHECKLIST AND INDEX PAGE**.

THREE RING BINDERS MUST INCLUDE AN INDEX PAGE.

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.

CAMP REGULATIONS CAN BE FOUND:

<https://www.mass.gov/lists/recreational-camps-for-children-community-sanitation>

Follow-up information is due in this office fourteen (14) days in advance of the camp opening inspection.

New Camp Director Orientation webinar:
Tuesday, March 7, 2023 @ 10:00 am
Monday, March 13, 2023 @ 3:00 pm

To register for one of these webinars, please contact Vivian Zeng:
Vzeng@wellesleyma.gov

Main office: 781-235-0135 ext. 4107 or Direct dial: 781-489-4360

USE ALL FORMS FOUND IN THE CAMP PACKET ON THE HEALTH DEPARTMENT WEBSITE.

Documents that are incomplete or do not meet the requirements will be returned for revision. Camp staff and camper records will be reviewed at least two weeks prior to the session opening. It is **YOUR** responsibility to schedule this appointment with Vivian Zeng.

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.

The Camp Completion Seasonal report form is due in this office on or before **September 12, 2023** (late fees will apply). We look forward to assisting you through the camp permitting process and to a safe camping season for all.

2023 camp fees are as follows:

1 camp session -- \$250 2-4 camp sessions -- \$300 5-6 camp sessions -- \$400 7+ sessions -- \$500