

TOWN OF WESTFORD  
Board of Health  
55 Main St.  
Westford, Ma. 01886  
(978) 692-5509 FAX (978) 392-2558

March 2, 2015

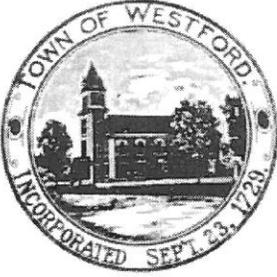
Dear Camp Owners and Directors,

Though it is hard to believe when you look outside, camp season is fast approaching! Based on the number of inquiries we have received to date, the Westford Health Department anticipates an increased number of camps in town requiring inspectional services this season. In order to insure a successful camp inspection season, the Health Department would like to remind you of the following material information and camp inspection timelines as outlined by the Massachusetts General Laws (M.G.L., Chapter 111, Section 31), 105CMR 430.00 Minimum Sanitation and Safety Standards for Recreational Camps for Children, and the Town of Westford Camp Regulations.

The following are the Massachusetts Department of Public Health or local regulation timelines for Paperwork Submission and Inspection Deadlines:

**New and Returning Camps:**

1. **90 days** prior to opening your camp. Submit your permit application and fee on-line at the town of Westford permitting site at <https://permits.westfordma.gov>. Submit a plan showing the buildings, structures, fixtures, and facilities. Please include whether the site has public or a private water supply.
2. **30 days** prior to opening your camp. Submit the Administration Handbook, Parent Information, Staff Orientation materials, and all other required policies. (See Camp Requirement Worksheet)
3. **No less than 1 week** prior to opening your camp, the department will review Immunization Records for both staff and campers, CORI/SORI Reports, Staff Certifications (this includes CPR trainings, Lifeguard trainings, etc.) and to set up a time for full inspection of the site. Please book this meeting in advance! Our staff looks at **each** individual staff and campers certifications and Physical/Immunization records. Please keep this in mind and allow adequate time for campers and staff to obtain the needed verifications. No staff member or camper will be allowed without meeting **ALL** camp requirements. Also note that because of problems encountered in the past we now will require that all immunization records be submitted at one time rather than receiving through multiple submissions.
4. **1 week** prior to opening of your camp, an inspection of your site will take place. In case any violations or issues with the site are found, you will have the week to rectify those issues prior to opening. **Late submissions of polices, immunization records, staff certifications will not be accepted.**



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If requested, the Department will attempt to set up their inspections ahead of the above deadlines **when all materials are ready in advance**. All requirements of both the state and local regulations must be met in order to receive a camp permit. Please see the state and local regulations at the Town of Westford's website at <http://www.westfordma.gov>. Click on the "Public Health" button and then click on "Health Documents. Below are the state and local regulations time-line sections.

**105. CMR 430.000 Massachusetts Department of Public Health:**

*Section: 430.631 Original License*

*An applicant for an original license under this section for a recreational camp for children shall file with the board of health at least 90 days prior to desired opening date, a plan showing the buildings, structures, fixtures and facilities, including the proposed source of water supply and works for the disposal of sewage and waste water which he plans to have upon said premises if and when the license may issue.*

**In the local Westford Regulations:**

*Section III Timing of Paperwork Submission*

*3.1 Administration Handbook, Parent Information, Staff Orientation materials, etc., along with license application and fee must be submitted for review by the Westford Health Department a minimum of one (1) month prior to the first day of camp. If the camp is renewing their license and there are no changes in camp policy or procedure, a cover sheet stating the new camp year must be submitted with a letter stating that the policies and procedures remain the same.*

*3.2 Immunization records, as required in Section IV, shall be complete and ready for review by the Westford Health Department no less than one (1) week prior to the first day of camp.*

*3.3 Health records and physicals as required under 105 CMR 430.150 and 430.151 of the current Minimum Sanitation and Safety Standards for Recreational Camps for Children (State Sanitary Code: Chapter IV), shall also be complete and ready for review no less than one (1) week prior to the first day of camp*

We hope that this timeline provides you with some guidance in planning and aids in your success. Please contact the Health Department at 978-692-5509 to set up an appointment or if you have any questions.

Sincerely,

The Westford Health Department