

## Required Documents

See the MA Regulations for Minimum 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.

- **Written procedures for the background review of Staff and Volunteers (105 CMR 430.090)**
- **The Camp's plan for Orientation for all Staff and Volunteers (105 CMR 430.091)**
- **Written Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)**
- **Meet all Camp Counselor and Junior Requirements (105 CMR 430.100)**
- **Meet required ratios of supervisory staff and counselors to campers (105 CMR 430.101)**
- **Meet Camp Director Requirements (105 CMR 430.102)**
- **Meet required standards of Supervision of Specializes Activities (105 CMR 430.103)**
- **Meet all required Health Care Sections (105 CMR 430.150-162)**
- **Written Health Care Policy (105 CMR 430.159 (B))**
- **Written Policy for the Protection of Sun (105 CMR 430.163)**
- **Meet all General Program Requirements in writing (105 CMR430.190)**
- **Copy of promotional literature (105 CMR 430.190(C))**
- **Written Discipline policy (105 CMR 430.191)**
- **Meet all required sections (105 CMR 430.201-209)**
- **Written Fire evacuation plan including fire drills – approved by local fire department (105 CMR 430.210(A))**
- **Written Disaster plan (105 CMR 430.210(B))**
- **Written Lost camper and swimmer plan (105 CMR 430.210(C))**
- **Traffic control plan (105 CMR 430.210(D))**
- **Day Camps – written 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)**
- **What is your Emergency Communication System?**
- **Meet all Storage of Hazardous Materials (105 CMR 430.213)**
- **Written statement of compliance from the local fire department (105 CMR 430.215)**
- **Meet all Vehicle and Driver Requirements (105 CMR 430.250-253)**

- **Meet all Potable Water Requirements and Plumbing (105 CMR 430.300-304)**
- **If applying for initial license after January 1, 2000 – lab analysis of private water supply (if applicable) (105 CMR 430.300, .303)**
- **Meet all Food Requirement sections (105 CMR 430.320-335)**
- **Meet all Sanitary requirements (105 CMR 430.355-380)**
- **Meet all requirements for Rodent and Weed control (105 CMR 430.400-401)**
- **Meet all Swimming Pool and Bathing Beaches requirements if applicable (105 CMR 430.430-432)**
- **Current certificate of occupancy from local building inspector (105 CMR 430.451)**
- **Meet Screening, Lighting, and Maintenance requirements (105 CMR 430.452-456)**
- **Meet all shelter requirements that are applicable (105 CMR 430.457-472)**
- **Please note: If you are applying for an original camp license, that is, the original camp license in each community where the camp is located, you must file a plan showing the following with the board of health at least 90 days before your desired opening date (See MGL Ch. 140 s. 32A):**
  - **Buildings, structures, fixtures and facilities**
  - **Proposed source of water supply**
  - **Works for disposal or sewage and waste water**