



TOWN OF WESTFORD
BOARD OF HEALTH

TOWN HALL
55 Main Street
WESTFORD, MA 01886
(978) 692-5509 FAX (978) 399-2558

Westford Camp Regulations

(Approved and Adopted 5/23/05)

Authority:

Massachusetts General Laws (M.G.L.), Chapter 111, Section 31 and 105 CMR 430.000, Minimum Sanitation and Safety Standards for Recreational Camps for Children (State Sanitary Code: Chapter IV).

Purpose and Scope:

Acting in accordance with the above cited authorities, the Westford Board of Health (“*Board*”) hereby adopts the following Camp Regulations as reasonable requirements for the protection and promotion of the health and safety of all users of such facilities. All provisions of 105 CMR 430.000 are hereby adopted as local Board of Health regulations and are incorporated into these regulations by such adoption. The purpose of these regulations is to supplement those areas insufficiently or unclearly addressed in 105 CMR 430.000 Minimum Sanitation and Safety Standards for Recreational Camps for Children.

Section I **Definitions**

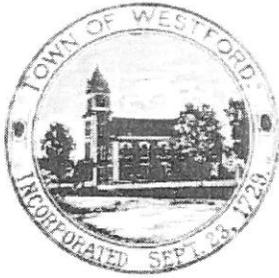
Board – Town of Westford Board of Health or authorized agent thereof.

Camp – shall mean but is not limited to any program that calls itself a “camp” in any of its literature or that is considered a type of camp in accordance with 105 CMR 430.020.

Sponsored - in the context of Municipal Recreation Departments, “sponsored” shall mean that municipal employees plan, and staff to take responsibility for the program and that the funds for which are directly received to the Town of Westford. It does not mean solely advertising through a Recreation Department brochure.

Section II **Identification of Individuals on Premises/Intruder**

- 2.1 It is the responsibility of all staff to identify any individual (adult or child) not associated with the camp that is on the premises, verify the purpose of the visit and report to the Camp Director.
- 2.2 The camp must have a written policy and procedure regarding any real or perceived threat by an intruder or unregistered guest.
- 2.3 Training of staff must be incorporated in the staff orientation process.
- 2.4 Campers are to be instructed on the procedure to follow if they encounter an unknown person on the camp property. This instruction should be done on the first day of each camping session.



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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.

Section IV **Required Immunizations**

- 4.1 For campers and staff under 18 years of age, the required immunizations shall be in compliance with the current Massachusetts Immunization Requirements for School Entry. Each immunization date should include month, day and year of the immunization.
- 4.2 For campers and staff 18 years of age and older the requirements shall be in compliance with 105 CMR 430.152(B) of the current Minimum Sanitation and Safety Standards for Recreational Camps for Children (State Sanitary Code: Chapter IV).

Section V **Severability**

- 5.1 So far as the Board of Health may provide each section of these Rules and Regulations shall be construed as separate to the end that if any section, sentence, clause or phrase shall be held invalid for any reason, the remainder of the Rules and Regulations shall continue in full force.