

# FACT SHEET

## A Youth Camp's Guide to Inspections and Licensing

Camps must have the following items available at camp at the time of inspection.

**Suggestion:** To save time when the Agency's inspector visits your camp, the Camp Director may wish to organize the information or copies of the information required on the checklist, in a loose leaf binder. Please note that information in the binder must be updated each year with current information.

**Camp Director**

Section 19a-422 of the Connecticut General Statutes requires that an Office of Early Childhood approved director be on site at all times camp is in operation. The camp director is responsible for all activities and sites operated under the camp license and responsible for maintaining the requirements of the youth camp statutes and regulations found at [www.ct.gov/oec/camps](http://www.ct.gov/oec/camps). Furthermore, the camp director must have accessible and be familiar with all the documentation and information relative to each activity and site operated under the license so that the information, documentation, and materials can be provided to the staff of the Agency during inspections. If the camp director is not available, an Agency approved alternate director must be present at the youth camp to fulfill these responsibilities.

**Acceptable & Current Certifications for Nurse or Director of First Aid** – a Nurse or Director of First Aid with Agency acceptable certifications must be onsite at all times camp is in operation.

NOTE: A Registered Nurse is required for residential camps of more than 250 campers and staff.

√ If using a nurse, copies of **current** Connecticut Nurse's License & CPR\* card

√ If using a Director of First Aid, copies of **current** First Aid Card & CPR\* card(s) (must be 21 years of age or older)

\*See Staff Certificate Requirements, Director of First Aider (First Aider) or the Nurse for acceptable documentation

\*\*In lieu of the card(s), the Office of Early Childhood will accept an official letter indicating the name of the staff taking the course, the name of the course taken, the date the course was taken, satisfactory completion of the course, and an authorized signature

OR

\*\*A copy of the class roster which includes the name of the program director, the name of the course taken, and the date the course was taken, and that the individual has passed the course

**Bound Medical Log**

- Example – a black and white composition notebook. Note: spiral notebooks are not acceptable
- At least each week that there are entries in the bound log, it shall be signed and dated by camp physician

**First Aid Instructions** signed and dated by camp physician for director of first aid

First aid instructions and supplies shall be specified, signed, and dated by the camp physician for nurse or director of first aid

Note: The First Aid Instructions for the Director of First Aid CANNOT contain any references to medications

**Standing Orders** signed and dated by camp physician for licensed nurse

**Hospital Agreement** – a memorandum of understanding between the camp and nearest hospital for emergency medical care – (Residential Camps ONLY)

**Department of Public Health Reportable Disease List** – Camp must have access to a current list. Copy can be downloaded from Office of Early Childhood website @ <http://www.ct.gov/oec/camps>. Click on Forms and Applications and then Nurse / First Aider Forms for the current copy.

**Administration of Medications Trained Staff** - the following is required:

- 1) Must be 18 years of age or older
- 2) Documentation of satisfactory completion of training of oral, topical and inhalant medication (valid for three (3) years)
- 3) Documentation of satisfactory completion of training of emergency injectable medication (Epi-pen) (valid for one (1) year)
- 4) Copy of written approval of training from instructor. ONLY a physician, pharmacist, physician assistant, advanced practice registered nurse or registered nurse is allowed to provide the training.
- 5) Copy of the outline of the content of the training curriculum

Note: The staff person trained to administer the medications does not have to be the First Aider

**Physical Examination Forms** for ALL staff and campers. Physical must have been within 36 months. *Immunization records are required for campers and staff who are in school. Immunization records are NOT required for staff that are college age or older.*

**Current & Acceptable Test Results for Pool(s), Swimming Area(s) & Well(s)**

A copy of the Department of Public Health, swimming pool regulations, can be downloaded from the Office of Early Childhood website @ <http://www.ct.gov/oec/camps>. Click on Statutes and Regulations and then the regulation numbers for Swimming Pools and Bathing Places.

√ **Camp Pools** – Ph and Chlorine Test Log

√ **Swimming Area** - Bacterial analysis:

Fresh Water – E coli <235 per 100 ml

Marine Water – Enterococcus <104 per 100 ml

If a camp is only using a Connecticut state park swimming area, no test is required

√ **Well Water Test** - Water Test for drinking water - chemical and bacterial analysis

Note: Public Water – Test Not Required

**Current & Acceptable Certifications for Program Staff**

Required qualifications for the following program directors can be found on the Agency's website at <https://www.ct.gov/oec/camps>. Click on Forms and Applications, Staff Certification:

- **Director of Camp or Alternate Director**
- **Director of First Aid (First Aider) or the Nurse**
- **Director of Aquatics**
- **Director of Archery**
- **Director of Challenge Course**
- **Director of Horseback Riding**
- **Director of Shooting Sports**

- **Director of Small Craft Waterfront**

\*\* - In lieu of the card(s), the Office of Early Childhood will accept an official letter indicating the name(s) of the staff taking the course, the name of the course taken, the date the course was taken, and an authorized signature **OR**

\*\* - A copy of the class roster which includes the name of the program director, the name of the course taken, the date the course was taken, and that the individual has passed the course.

- Current Fire Marshal Certificate** (valid within one year from the date of the Fire Marshal inspection) for buildings.

NOTE: If a camp is applying for a renewal license and camp has not provided a Fire Marshal Certificate for the prior year's Plan of Correction, a license will not be issued by the Agency without a copy of the Fire Marshal Certificate for the current year.

- Youth Camp Vehicle Inspection Report Form** completed and signed by Department of Motor Vehicles (DMV) for all Camp Vehicle(s) used to transport campers both on and off the camping premises (valid within one year of the vehicle inspection) for camp vehicles.

- Report for Food Service Establishments and Evidence of a Qualified Food Operator (QFO)** for kitchen or food vendor

- Evidence of a Qualified Food Operator (QFO), when food is prepared on site or an outside food vendor or food establishment is used.

- If food is prepared on site or an outside food vendor or food service establishment is used, camp needs to provide a current town Inspection Report for Food Service Establishments (EHS 106.) Contact the Local Health Department to arrange inspection or to request a copy of the most recent report for the food establishment being used. **Inspection report cannot contain any four (4)-point demerits or have a score of less than 80.**

NOTE: A copy of the food license is **NOT** required.

- Waterslides / Amusement Rides** - Current calendar year State of Connecticut, Department of Consumer Protection, Amusement Park License. The website address for Department of Consumer Protection is <http://www.ct.gov/dcp/cwp/view.asp?a=1622&q=446430>

NOTE: Camps that did not get the required Amusement Park License in the prior year (prior to May 2014) from the State Fire Marshal for a waterslide, must provide a copy of the current years license to the Agency's inspector at the time of initial inspection prior to the opening of camp.

- Staff Roster** – to include all staff age 16 or older must either be listed on the Staff Roster or a camp form which contains the same information. The list must contain the staff's name, their age, and position. A copy of the staff roster must be provided to the camp inspector on the day of the camp inspection.

- Written Lease** –if the camp does not own the facility or property

- Written Behavioral Management and Supervision Policies and Procedures**

- Written Emergency Health and Safety Procedures**

- Written Abuse/Neglect Policies and Procedures** (A DCF-136 form must be on file at camp)

**Documentation of Staff Training** in the camp's policies and procedures pertaining to behavioral management and supervision, emergency health and safety procedures and recognizing, preventing and reporting child abuse and neglect must be on file at camp.

**Challenge Courses Requirements**

Documentation, equipment and practices that will be requested can be found in the Staff Certification Requirements under Director of Challenge Course & Challenge Course Requirements.