

Certification by Operator that Camp for Children Complies with MGL Ch. 6, s. 172G and 105 CMR 430.000

"I, _____, attest under the pains and penalties of perjury:
(Name of Camp Operator)

(2) that I am the operator of the following camp for children:

(Name and Location of Camp)

- (3) that all available criminal offender record information and juvenile data as found in the court activity record information from the criminal history systems board was or will be obtained for all employees or volunteers prior to employment or volunteer service at this camp as per MGL Ch. 6, s. 172G;
- (4) that background information checks were or will be conducted for all staff and volunteers as per 105 CMR 430.090(C) and (D) in accordance with MDPH guidelines and Section A of this document;
- (5) that I have personally examined and am familiar with the information referred to by this submittal, including any and all documents accompanying this certification statement;
- (6) that, based on my inquiry of those individuals responsible for obtaining the information, the information contained in this submittal is to the best of my knowledge, true, accurate, and complete;
- (7) that any additional documents on file at the camp are identified on the following pages by the words "**DOCUMENT ON FILE**";
- (8) that procedures to maintain compliance with MGL Ch. 6. S. 172G and 105 CMR 430.000 are in place at the camp and will be maintained even if programs or operating procedures are changed; and
- (9) that I am fully authorized to make this attestation on behalf of this camp.

I am aware that there are significant penalties including, but not limited to, possible fines and imprisonment for willfully submitting false, inaccurate, or incomplete information."

Signature: _____ Date: _____

Printed Name/Title: _____

Source of Signatory Authority (check appropriate box):

1. If a Corporation: President Secretary Treasurer Vice President
 Representative of the above (if authorized by corporate vote and if responsible for overall operation of the camp)
2. If a Partnership or Institution: General Partner
3. If a Sole Proprietorship: Proprietor
4. If a Municipality or Public Agency: Principal Executive Officer
 Representative of the above (if authorized by the Principal Executive Officer and if responsible for overall operation of the camp)

Section A – Background Information Checks for Staff and Volunteers

BACKGROUND INFORMATION FOR STAFF PERSONS [430.090 (C)]

- 1 **Residents of Massachusetts** - For each staff person whose permanent U.S. residence is in Massachusetts, the operator has obtained, reviewed, and made a determination using all of the following background information:
- (a) Prior work history for previous five (5) years including a name, address, and phone number of a contact person at each place of employment.
 - (b) Three (3) positive reference checks from individuals not related to the staff person.
 - (c) Self-reporting of any felony conviction.
 - (d) Criminal offender record information and juvenile report (CORI/Juvenile Report) from the Massachusetts Criminal History Systems Board (CHSB).
 - (e) Sex offender registry information (SORI) check from the Massachusetts Sex Offender Registry Board (SORB).

- 2 **Residents of Other States** - For each staff person whose permanent U.S. residence is outside of Massachusetts, the operator has obtained, reviewed, and made a determination using all of the following background information:
- (a) Prior work history for previous five (5) years including a name, address, and phone number of a contact person at each place of employment.
 - (b) Three (3) positive reference checks from individuals not related to the staff person.
 - (c) Self-reporting of any felony conviction.
 - (d) Criminal offender record information and juvenile report (CORI/Juvenile Report) from the Massachusetts Criminal History Systems Board (CHSB).
 - (e) Sex offender registry information (SORI) check from the Massachusetts Sex Offender Registry Board (SORB).
 - (f) Criminal record check, or equivalent where practicable*, from the staff person's state of residence.

- 3 **Residents of Other Countries** - For each staff person whose permanent residence is outside of the United States, the operator has obtained, reviewed, and made a determination using all of the following background information:
- (a) Prior work history for previous five (5) years including a name, address, and phone number of a contact person at each place of employment.
 - (b) Three (3) positive reference checks from individuals not related to the staff person.
 - (c) Self-reporting of any felony conviction.
 - (d) Criminal offender record information and juvenile report (CORI/Juvenile Report) from the Massachusetts Criminal History Systems Board (CHSB).
 - (e) Criminal record check, or equivalent where practicable*, from the staff person's country of residence. Information can be obtained from the country's criminal information system, local chief of police, or other local authority with relevant information.
 - (f) For international staff who have previously been in the United States: Sex offender registry information (SORI) check from the Massachusetts Sex Offender Registry Board (SORB).

BACKGROUND INFORMATION FOR VOLUNTEERS [430.090 (D)]

- 4 **All Volunteers** - For each volunteer, the operator has obtained, reviewed, and made a determination using all of the following background information:
- (a) Prior work or volunteer history for previous five (5) years including a name, address, and phone number of a contact person at each place of employment or place of volunteer service.
 - (b) Criminal offender record information and juvenile report (CORI/Juvenile Report) from the Massachusetts Criminal History Systems Board (CHSB).
 - (c) Sex offender registry information (SORI) check from the Massachusetts Sex Offender Registry Board (SORB).

Section B – Camp Operations

5 Number of days per year open: _____ Total # of campers for the season: _____
of sessions: _____ # of campers per session: _____ # of staff per session: _____

STAFF ORIENTATION [430.091]

- 6 **DOCUMENT ON FILE** – Orientation Plan describing camp's plan of orientation, which includes camp's philosophy, organization, policies and procedures.
- 7 All paid staff and volunteers receive orientation (including medical policy) before working with children or supervising others.

COUNSELOR REQUIREMENTS [430.100]

- 8 **DOCUMENTS ON FILE** – Counselors completed a camp counselor orientation program.
- 9 **DOCUMENTS ON FILE** – Junior Counselors completed a junior counselor orientation program.
- 10 All counselors and junior counselors have required experience and meet minimum age requirements.

CAMP DIRECTOR REQUIREMENTS [430.102]

- 11 **DOCUMENT ON FILE** – Camp Director, if Day or Residential Camp, completed a course in camping administration.
- 12 Camp Director has required experience and meets minimum age requirements.
Name of Camp Director: _____
- 13 Camp Director is on site at all times.

PREVENTION OF ABUSE AND NEGLECT [430.093]

- 14 **DOCUMENT ON FILE** – Prevention/Reporting Suspected Abuse of Neglect procedures for reporting suspected incidents of child abuse and neglect.

SUPERVISION OF AQUATICS AND SWIMMING [430.103 A & B]

- 15 **DOCUMENTS ON FILE** – Aquatics Director certifications include lifeguard, CPR, and first aid.
- 16 Aquatics Director has required experience and meets minimum age requirements.
Name of Aquatics Director: _____
- 17 Aquatics Director provides direct supervision of aquatic activities.

SUPERVISION OF WATERCRAFT ACTIVITY [430.103 C]

- 18 **DOCUMENTS ON FILE** – Watercraft Supervisor certifications include (1) lifeguard, CPR, and first aid, or (2) small craft safety and basic water rescue.
- 19 Proper ratio of certified counselors to campers to supervise watercraft activities.
- 20 All staff and campers wear U.S. Coast Guard-approved personal floatation devices while participating in watercraft activity.
- 21 A minimum of two counselors in each separate watercraft supervising all white water, hazardous salt water, or hazardous fresh water activities.

SUPERVISION OF OTHER SPECIALIZED ACTIVITIES [430.103 D - G]

- 22 **DOCUMENT ON FILE** – Riding Instructor licensed in accordance with M.G.L. Ch. 128, s. 2A.
- 23 Specialized or high-risk activities (i.e., ropes course, rock wall) are supervised by staff with required experience and certifications/licenses, who meet minimum age requirements.

HEALTH RECORDS AND REQUIRED IMMUNIZATIONS [430.150 - 430.152]

- 24 **DOCUMENTS ON FILE** – Required health records maintained for campers and staff.
staff records checked by Board of Health: _____ # camper records checked by Board of Health: _____
- 25 All campers and staff under 18 years old have the following immunizations.
- (a) MMR – 1st dose at or after 1 year.
 - (b) Measles – 2nd dose if entering K-12 or college after camp.
 - (c) Polio – 3 doses of either OPV or e-IPV, 4th dose if mixed schedule of OPV and IPV were given.
 - (d) DTaP/DTP/DT – 4 doses DTaP/DTP/DT, or at least 3 doses Td.
 - (e) Hepatitis B – 3 doses if born after 1/1/92.
- 26 All campers and staff 18 years or older have the following Immunizations.
- (a) Measles – 2 doses, unless born before 1957.
 - (b) Mumps – 1 dose, unless born before 1957.
 - (c) Rubella – 1 dose, unless born before 1957.
 - (d) Diphtheria and Tetanus Toxoids – 3 doses, booster dose TD required if more than 10 years since last dose.

INJURY REPORTS AND MEDICAL LOG [430.154 - 430.156]

- 27 Injury reports completed for each fatality or serious injury.
- 28 A copy of each injury report is sent to MDPH.
- 29 Bound medical log with pre-numbered pages readily available; all entries in ink and no skipped lines.
- 30 Medical records available to camp health personnel and authorized public health representatives

HEALTH CARE STAFF TO BE PROVIDED [430.159]

- 31 **DOCUMENT ON FILE** – Health Care Policy approved by the Board of Health and the camp health care consultant.
Approved by the BoH on _____.
- 32 **DOCUMENTS ON FILE** – Written Orders signed by Health Care Consultant available for use by Health Supervisor.
- 33 **DOCUMENT ON FILE** – Package Sent to Parents before each camper is admitted to camp, including policy for care of mildly ill campers, administration of medication, and procedures for emergency care.
- 34 **DOCUMENT ON FILE** – Signed Agreement with a Health Care Consultant who is a Massachusetts licensed physician, nurse practitioner, or physician assistant with pediatric training.
Name of Health Care Consultant: _____

- 35 **DOCUMENT ON FILE** – Certifications for Health Supervisor who is a Massachusetts licensed physician, physician assistant, nurse practitioner, registered nurse, licensed practical nurse, or other person with first aid and CPR certifications.
Name of Health Supervisor(s): _____
- 36 Health Supervisor meets minimum age requirements and is present at camp at all times.
- 37 Each full-time staff member provided with copy of camp medical policy and trained in the program's infection control procedures and implementation of policy during staff orientation.

STORAGE AND ADMINISTRATION OF MEDICATION [430.160]

- 38 Medications properly labeled and kept in a locked storage cabinet.
- 39 List of medications signed by Health Care Consultant.
- 40 Medication administered only by Health Supervisor(s).

EMERGENCY/MEDICAL FACILITIES AND EQUIPMENT [430.161]

- 41 Infirmary provided, if Day Camp or Residential Camp.
- 42 Designated area provided for isolation of ill child
- 43 Required first aid supplies provided.

PROTECTION FROM SUN AND TOBACCO [430.163 – 430.165]

- 44 Operator encourages reduced exposure to ultraviolet rays from the sun.
- 45 Tobacco use restricted to designated areas not accessible to campers.

GENERAL PROGRAM ACTIVITIES AND DISCIPLINE [430.190 – 430.191]

- 46 **DOCUMENT ON FILE** – Discipline Policy describing camp's procedures for disciplining campers.
- 47 **DOCUMENT ON FILE** – Package Sent to Parents informing parents that copies of background check, health care and discipline policies, and grievance procedures are available upon request.
- 48 **DOCUMENT ON FILE** – Promotional Literature states "This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local board of health."
- 49 Program of activities and physical environment meets the needs of the campers and does not pose a hazard to their health and safety.
- 50 Campers released only to parents or individual designated in writing by the parent unless approved in writing by the Board of Health.

RIFLERY AND ARCHERY PROGRAMS [430.201 – 430.203]

- 51 Archery equipment kept in good condition, stored under lock and key when not in use.
- 52 Archery range located away from other activity areas and clearly marked as a danger area. At least 25 yards clearance behind each target.
- 53 Personal weapons (i.e., bows, rifles, or similar equipment) only allowed with camp operator's written permission, and stored under lock and key by camp operator.

WATERFRONT AND BOATING PROGRAM REQUIREMENTS [430.204]

- 54 Swimming areas in clean and safe condition: no swimming at undesignated sites.
- 55 Proper ratio of properly certified counselors and lifeguards to campers for supervised swimming.
- 56 Camper swimming ability assessed; campers confined to appropriate swimming areas.
- 57 Method of supervising and checking bathers established; staff familiar with lost swimmer plan.
- 58 No swimming after dark unless adequate lighting is provided and swimming is restricted to shallow water.
- 59 All watercraft equipped with U.S. Coast Guard-approved floatation devices.
- 60 No small craft in the swimming area unless used by lifeguards on duty.
- 61 Campers properly certified before participating in white water, hazardous salt water, or hazardous fresh water activities.

CRAFTS EQUIPMENT [430.205]

- 62 Arts and crafts equipment in good repair, of safe design, properly installed, and used with proper safety precautions.

HORSEBACK RIDING PROGRAM REQUIREMENTS [430.208]

- 63 Riders wear a hard hat.
- 64 One experienced instructor for every ten riders on a trail excursion; minimum of two staff members.

EMERGENCY AND CONTINGENCY PLANS [430.210 – 430.213]

- 65 **DOCUMENT ON FILE** – Lost Camper Plan.
- 66 **DOCUMENT ON FILE** – Lost Swimmer Plan.
- 67 **DOCUMENT ON FILE** – Traffic Control Plan.
- 68 **DOCUMENT ON FILE** – Contingency Plan for Day Camp describing procedures to deal with special contingencies involving children attending day camps.
- 69 **DOCUMENT ON FILE** – Contingency Plan for Primitive, Travel or Trip Camp describing day-to-day itinerary before departure, sources of emergency care, and contingency plans.
- 70 Means of emergency communication in place and recognized by all campers and staff.

VEHICLES AND TRANSPORTATION SAFETY [430.250 - 430.253]

- 71 **DOCUMENTS ON FILE** – Camp Vehicle Drivers possess the required license for the type of vehicle, and a current first aid certificate (unless a 2nd staff person with first aid certificate rides in vehicle).
- 72 Camp Vehicle Drivers have required experience and meet minimum age requirements.
Names of Drivers: _____

- 73 Vehicles for transporting campers in compliance with M.G.L. Ch. 90, in particular ss. 7B and 7D and regulations of the Massachusetts Registry of Motor Vehicles.
- 74 All campers, attendants and drivers wear seat belts.
- 75 Any special needs of campers are communicated to the driver.
- 76 All vehicles used to transport campers have required amounts of liability insurance.

Section C – Camp Facility

PLAYGROUND AND ATHLETIC EQUIPMENT AND FACILITIES REQUIREMENTS [430.206]

- 77 Athletic equipment properly set up and maintained.
- 78 Playing fields and surfaces free from holes and obstructions.
- 79 Playground equipment in good repair, of safe design, and securely anchored.
- 80 No concrete or asphalt surfaces under or around playground equipment.
- 81 Canvas or other pliable seats for swings.

STORAGE AND OPERATION OF POWER EQUIPMENT [430.207]

- 82 Power equipment stored and operated properly.

TELEPHONES REQUIRED [430.209]

- 83 Telephone provided with roster of emergency numbers, including health care consultant.

EMERGENCY AND CONTINGENCY PLANS [430.210 – 430.213]

- 84 **DOCUMENT ON FILE** – Fire Evacuation Plan approved by Fire Dept.
- 85 **DOCUMENT ON FILE** – Disaster Plan.

STORAGE OF HAZARDOUS MATERIALS [430.214]

- 86 Flammable materials labeled and stored in a locked building not occupied by campers.
- 87 Hazardous chemicals labeled and stored in an area not accessible to campers, and separate from food storage.

FIRE PREVENTION AND SMOKE DETECTORS [430.215 - 430.217]

- 88 **DOCUMENT OF FILE** – Statement of Compliance in writing issued by Fire Department on _____.
- 89 Smoke detectors provided.
- 90 Tents fire-retardant and non-toxic; no open flame near tents.

WATER AND PLUMBING [430.300 – 430.302]

- 91 **DOCUMENT OF FILE** – Private Well Report of chemical and bacterial analyses of private water supply, if not regulated by DEP.
- 92 Potable water supply provided with adequate quantity and pressure.
- 93 Adequate and centralized drinking water facilities provided; no common drinking cups.
- 94 Plumbing maintained in good working order.
- 95 No cross connections between any pipe carrying drinking water and waste pipes or drains.

FOOD SERVICE [430.320 – 430.335]

- 96 Food service operated in compliance with Chapter 10 of the State Sanitary Code, 105 CMR 590.000, *Minimum Sanitation Standards for Food Service Establishments*.
- 97 Meals provided at Day Camp meets 1/3 of the “Recommended Dietary Allowances” of Food and Nutrition Board, National Academy of Sciences.
- 98 Adequately trained staff and equipment provided to ensure handicapped campers are eating nutritionally adequate meals.
- 99 Operator provides proper methods for storing meals brought from home.
- 100 Meals are provided to campers who arrive without a bag lunch.

SOLID WASTE AND SEWAGE DISPOSAL [430.350 - 430.360]

- 101 Proper storage and disposal of solid waste.
- 102 Facility is served by town sewer.
- 103 Facility is served by a septic system.
- 104 Facility is served by its own wastewater treatment plant.

BATHROOM FACILITIES [430.370 – 430.380]

- 105 Adequate number of toilets, sinks, and showers provided. _____toilets _____sinks _____showers
- 106 Adequate toilets, sinks, and shower facilities for special needs campers.
- 107 Adequate supply of toilet paper provided.
- 108 Windows and other openings screened; screen doors self-closing.
- 109 Toilet and shower rooms ventilated to the outdoors.
- 110 Hot water at handwash sinks, showers, and bathtubs does not exceed 112°F.
- 111 Sanitary facilities maintained in a clean condition.

RODENT, INSECT, WEED CONTROL – RESIDENTIAL AND DAY CAMPS [430.400 - 430.401]

- 112 Adequate rodents and insect control.
- 113 Adequate weed and noxious plant control.

SWIMMING POOLS [430.431]

- 114 Swimming pools operated in accordance with Chapter 5 of the State Sanitary Code, 105 CMR 435.000, *Minimum Standards for Swimming Pools*.
- 115 Permit posted, fence and safety equipment provided.

SITE LOCATION [430.450]

- 116 Site location is accessible, has adequate surface drainage, drinking water, and sewage disposal, and has no unsafe traffic conditions.

BUILDING REQUIREMENTS [430.451 - 430.472]

- 117 **DOCUMENT ON FILE** – Certificate of Occupancy issued by Building Inspector on _____ for all camp structures used for sleeping or assembly purposes.
- 118 Screening provided for food preparation and food service areas, screen doors are self-closing.
- 119 Lighting provided for each kitchen, dining room, mess hall, infirmary, toilet room and stairway.
- 120 Floors maintained smooth, clean, and free from chronic dampness.
- 121 Egresses adequate and free from obstructions.
- 122 Day Camp - adequate shelters to house and provide for on-going camp activities.
- 123 Non-ambulatory campers and staff housed on ground level with egresses leading to grade or ramp.
- 124 Towels are sufficiently laundered, and no common towels are allowed.

OTHER ITEMS

- 125 Chemicals stored on the facility are registered with the Board of Health in accordance with Board of Health Regulation, *"Minimum Standards for Hazardous Waste Materials Management and for the Protection of Ground Water"*
- 126 This facility contains one or more buildings with floor drains.