



## Recreational Camp Permit Application

Acton Board of Health  
Health Dept. Phone: 978-929-6632  
[www.acton-ma.gov](http://www.acton-ma.gov)  
health@acton-ma.gov

**Form  
J-3**

Permit #: \_\_\_\_\_

Fee: \_\_\_\_\_

Number of Campers per Season: \_\_\_\_\_

Number of Staff per Season: \_\_\_\_\_

Name of Camp: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Telephone: \_\_\_\_\_

Website: \_\_\_\_\_

Name of Camp Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Camp Operator: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Camp: Day: \_\_\_\_\_ Residential: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Dates of Operation: Opening: \_\_\_\_\_ Closing: \_\_\_\_\_

Swimming Pool: Yes: \_\_\_\_\_ Pool Permit Number: \_\_\_\_\_ No: \_\_\_\_\_

Meals Provided: Yes: \_\_\_\_\_ Food Permit Number: \_\_\_\_\_ No: \_\_\_\_\_

Camp Director

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Certification in camping administration: \_\_\_\_\_

Previous camp administration experience: \_\_\_\_\_

Designated Substitute: \_\_\_\_\_

Health Care Consultant (HCC)

Name: \_\_\_\_\_

Type of License: \_\_\_\_\_

MA License Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Health Care Supervisor (HCS)

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Type of Medical License, Registration or Training: \_\_\_\_\_

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Aquatics Director

Name: \_\_\_\_\_

Age: \_\_\_\_\_

Lifeguard Certification / Expiration Date: \_\_\_\_\_

CPR Certification / Expiration Date: \_\_\_\_\_

First Aid Certification / Expiration Date: \_\_\_\_\_

Previous Aquatics Supervisory Experience: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

## RECREATIONAL CAMP APPLICATION FEES

All applicants are required to submit the following fees along with the Recreational Camp application:

|             |         |
|-------------|---------|
| Site Permit | \$75.00 |
|-------------|---------|

Plus one of the following:

|                                    |          |
|------------------------------------|----------|
| Operations Permit up to 50 Campers | \$180.00 |
| Operations Permit 51 - 200 Campers | \$325.00 |
| Operations Permit 200+ Campers     | \$475.00 |

Plus one of the following:

|   |          |
|---|----------|
| High Risk Activities: Horseback Riding, Hiking, Scuba Diving, Rock Climbing, Firearms, Canoeing, Archery and Aquatic Events | \$125.00 |
| Low Risk Activities: Includes all activities not covered above  | \$75.00  |

If this is the first time this Recreational Camp has been held in Acton, the following will apply:

|                            |          |
|----------------------------|----------|
| New Camp Review/Inspection | \$135.00 |
|----------------------------|----------|

**THIS DOCUMENT IS MEANT TO BE USED AS A GUIDE AND  
SHOULD NOT BE USED AS A SUBSTITUTE FOR INSPECTION.  
ALL CAMPS SHALL HAVE A COPY OF 105 CMR 430.000**

## **Checklist for Recreational Camps for Children Application**

- Application & Fee Received In Health Department
- Current Certificate of Inspection from Building Department (.451)
- Written Compliance from Fire Department (.215)
- Water Quality Report (If Applicable) (.300) (A) (2)
- **Camp Policies:** Procedures for Background Review of Staff & Volunteers (.090) (A)
- **Camp Policies:** CORI/SORI Reviewed for All Staff & Volunteers: 3 References (.090) (C) (D)
- **Camp Policies:** Orientation Plan & Attendance Records, Training on Disaster/Emergency Plans, Health Care Policies & Concussion Awareness (.091) (.159) (.210)
- **Camp Policies:** Abuse & Neglect Prevention Policies and Procedures (.093)
- **Camp Policies:** Discipline Policy: Appropriate Discipline Methods & Prohibitions (.191)
- **Camp Plans:** Fire Evacuation Plan and Drills (.210) (A)
- **Camp Plans:** Disaster/Emergency Plan (.210) (B)
- **Camp Plans:** Lost Camper Plan / Lost Swimmer Plan (.210) (C)
- **Camp Plans:** Traffic Control Plan (.210) (D)
- **Contingency Plans:** Camper doesn't show up for day, Camper doesn't show up at pick up point, Child not registered arrives (.211)
- **Promotional Literature:** Care of Mildly Ill Campers, Administration of Medications and Emergency Health Care Provision (.159) (B) (2)
- **Promotional Literature:** Camper released only to Parents/Guardians or Designated Individuals with Written Authorization (.190) (B)
- **Promotional Literature:** Inform parents of rights to review background check, health care, discipline policies and grievance procedures upon request. Regulatory Compliance & Licensing Statement: (.190) (C) (D)
- **Promotional Literature:** Protocol in place to handle unrecognized persons at camp (.190) (E)
- **Promotional Literature:** Info on H1N1 (swine flu), Document: Extreme Heat: A Prevention Guide, Meningococcal Disease and Camp Attendees, Info on Rabies, Document: Preventing Rabies Exposures: Guidelines for Recreational Camps and Capturing a Bat: What you need and How to do it (.157)
- **Field Trips:** Written itinerary provided to parents/guardians, Minimum 1 health care supervisor accompanying trip, Health records easily accessible and first aid kit present (.212)
- **Transportation:** All vehicles must be RMV compliant (If Applicable) (.250)
- **Staff Qualifications:** Must meet Criteria of Residential, Day or Travel camp with a Designated Substitute (.102)
- **Required Counselor Ratios:** Ratios must be met for Residential, Day, Sports or Travel Camps (.101)
- **Medical Personnel:** Health Care Consultant Agreement, License # (.159) (A)

- **Medical Personal:** Develop written orders to be followed by HCS, Including responsibilities for medication administration. Develop a written list of all medication administered at camp (.159) (.160)
- **Medical Personal:** Health Care Supervisor. All camps must have at least 1 HCS on site at all times
- **Medical Policies & Facilities:** Camp Health Care Policy, All medications stored in originals containers, Meds stored in secured manner, Written Medication Administration policy: (.159) (.160)
- **Medical Policies & Facilities:** Sunscreen policy with parent/guardian sign off (.163)
- **Medical Policies & Facilities:** Medical Log Book, Injury Report, Infirmary identified with proper lighting, ventilation and first aid kits (.155) (.154) (.453) (.161)
- **Medical Policies & Facilities:** Medical/Biological waste managed in accordance with 105 CMR 480 (.140) (.160)
- **Medical Records:** Health Record for each Camper & Staff, Medical history and physical within past 18 months (.150) (.151)
- **Activities:** Activities and physical environment meet the needs of campers; do not pose hazard to health and safety (.190) (A)
- **Cabins & Structures:** Provide shelter for on-going camp activities, Adequate egresses free from obstruction, Adequate lighting, All structures and interior elements maintained in good repair and in a safe and sanitary condition (.457) (.456) (.453) (.454)
- **Tents:** Clearly labeled as fire resistant. (If Applicable) (.217)
- **Toilets, Handwash Sinks and Showers:** Proper sewage disposal, Adequate number of toilets, sinks and showers, Hot water in sufficient quantity and pressure, Adequate ventilation, Sanitary facilities maintained in clean condition (.360) (.370) (.373) (.374) (.376) (.377)
- **Grounds:** Potable water provided, Adequate and centralized drinking water facilities; No common drinking cups, Telephone readily available; Emergency Communication System & Procedures (.300) (.304) (.209) (.213)
- **Grounds:** Tobacco use prohibited at camp & signage, Alcohol and Marijuana use prohibited during camp & signage, Proper storage and disposal of solid waste, Flammable & Hazardous materials labeled and locked away, Rodent & Insect control, Weed & Noxious Plant control (.165) (.166) (.355) (.214) (.400) (.401)
- **Food Service:** In compliance with Minimum Standards for Food Establishments; Permit posted, Adequately trained staff in food safety, Proper methods for storing meals brought from home (.320) (.334) (.335)
- **Maintenance of Record:** Operator maintains all records relating to campers, staff, volunteers for a minimum of 3 years (.145)
- Full Site Inspection
- Full Compliance with all parts of 105 CMR 430.000 (As Applicable)