

## CHECKLIST

Required list of documents that must be completed and submitted before your application for a license can be fully processed. **You are strongly encouraged to complete these documents as soon as possible and submit them sixty (60) days prior to opening camp.** Please consult 105 CMR 430.00 MA, Ch, IV for further details.

- Application completed
- List of all staff and volunteers including name, age (over or under 18 years), applicable current certifications such as First Aid, and the anticipated role at the camp. Use as many pages as needed to document this information.
- Appropriate fees submitted with application

**The following documents and policies must be available for inspectors 10 days prior to opening camp.**

- Written agreement with Health Care Consultant
- Campers' Medical Records: physical exams and certificates of immunization with dates
- Procedures for the background review of staff (C.O.R.I) (105 CMR 430.090)
- Copy of Promotional Material (105 CMR 430.190 (C))
- Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)
- Health care policy (105 CMR 430.159 (B))
- Discipline policy (105 CMR 430.191)
- Fire Evacuation plan (approved by local fire department) (105 CMR 430.210 (A))
- Disaster/Emergency plan (105 CMR 430.210 (B))
- Lost camper plan (105 CMR 430.210 (C))
- Lost swimmer plan (105 CMR 430.210 (C))
- Traffic control plan (105 CMR 430.210 (D))
- Day Camps – 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)
- Current certificate of occupancy from local building inspector (105 CMR 430.451)
- Written statement of compliance from the local fire department (105 CMR 430.215)
- If applying for initial license, lab analysis of private water supply (if applicable) (105 CMR 430.303)

