



Hadley Board of Health  
100 Middle Street  
Hadley, MA 01035  
413-584-4562

## Operating a Recreational Camp in Hadley

Operating a safe recreational Camp requires effort, motivation, and commitment. A camp owner and/or a director is responsible for all aspects of the camp, including plans and policies, food services, safety of the staff and campers, handling emergencies, obtaining the required permits from Building, Fire, Health and scheduling the required Health Department inspections. In order to simplify the process, the Board of Health developed a guide outlining the operation of a Recreational Camp in Hadley.

The first step when considering opening a Recreational Camp is to review [105 CMR 430.000 Minimum Standards for Recreational Camps for Children \(State Sanitary Code, Chapter IV\)](#). The Hadley Board of Health will answer any questions or concerns regarding the code requirements. The State Sanitary Code, Chapter IV is available for view at:  
<http://www.mass.gov/Eeohhs2/docs/dph/regs/105cmr430.pdf>

The application is to be sent to the Hadley Board of Health along with the required application documents. In addition, please call the Hadley Board of Health (413-584-4562) when the application is mailed in. Finally, an inspection must be performed two (2) weeks prior to the Camp before a license is issued.

A required list of documents must be completed and submitted before your application for a license will be fully processed. You are strongly encouraged to complete these documents as soon as possible and submit them sixty (60) days prior to opening any Recreational Camp to the Hadley Board of Health.

- Application completed
- List of all staff and volunteers including name, age (over or under 18 yrs.), applicable current certifications, such as First Aid, and anticipated role at the camp. Use as many pages as needed to document this information.
- Appropriate fees submitted with application:
  - Fees are calculated according to the number of sessions, which dictates the number of inspections required by the Town of Hadley. There must be an inspection prior to every session. Sessions are defined as: a period of time an individual may sign-up to attend. A **mini-camp** is a once-only 1 week camp. The charge for this is \$200. A **roll-over camp** offers consecutive weeks. The fee for this is \$450.

- \*\*\* No Charge for Initial Inspection and First Re-inspection. If violations after second inspection were not reconciled, a \$200 charge will apply for each inspection thereafter.

**All camps must be prepared for inspection prior to opening day! These items are crucial; you will not be able to operate the Recreational Camp if any of the following requirements are not met.** The following documents and policies must be available for inspectors 10 days prior to opening camp. A checklist is provided to assure your compliance.

1. Get C.O.R.I. and S.O.R.I. checks for staff from state and if you have employees from out of state or country, please call the Hadley Board of Health for more information.  
**First Time Camp:** Please note it requires at least 4-8 weeks to obtain C.O.R.I. certification for your agency. Start the process as early as possible! For more information, visit the Department of Criminal Justice Information Services at: [http://www.mass.gov/?pageID=eopsagencylanding&L=3&L0+Home&L1=Public+Safety+Agencies&L2=Department+of+Criminal+Justice+Informatioin+Services+\(DCJIS\)&sid=Eoops](http://www.mass.gov/?pageID=eopsagencylanding&L=3&L0+Home&L1=Public+Safety+Agencies&L2=Department+of+Criminal+Justice+Informatioin+Services+(DCJIS)&sid=Eoops)
2. Be sure everyone attending the Recreational Camp has the required certificates of immunization and physical exams prior to the opening day of the camp. Be sure the dates immunizations were administered is recorded. For more information about required immunizations please check the Town of Hadley website:
  - For campers and staff under 18 years of age:  
[Massachusetts School Immunization Requirements](#)
  - For campers and staff 18 years of age and older:  
[Adult Occupational Immunizations](#)
3. All Camp staff must attend an orientation session and receive the orientation plan in writing.
4. Be sure you have a signed and written Health Care Agreement with written orders for use by the Health Care Supervisor.
5. Have written plans and procedures for all the following regulations:
  - .090 (A) Procedures for background review of staff and volunteers
  - .091 Staff and volunteer orientation plan and review
  - .093 Abuse and neglect prevention/reporting procedures
  - .091 (B) (C) Discipline Policy outlining appropriate discipline methods and prohibitions
  - .210 (A) Fire evacuation plan and drills
  - .210 (B) Disaster plan
  - .210 (C) Lost camper plan
  - .210 (C) Lost swimmer plan
  - .210 (D) Traffic control plan
  - .211 Contingency plans – Day Camp
    - .211 (A) Camper doesn't show up for a day
    - .211 (B) Camper doesn't show up at a point of pick up
    - .211 (C) Child not registered arrives

6. Provide staff with copy of written camp medical policy and train staff in program's infection control procedures and implementation.
7. Have a medical log bound book with pre-numbered pages
8. All medication prescribed for campers shall be kept in a locked storage cabinet exclusively for medication. The storage cabinet must be locked except when opened to obtain medication. The storage cabinet shall be substantially constructed and anchored securely to a solid surface.
9. The operator shall print on any promotional literature or brochures the following: "This camp must comply with regulations of the Massachusetts Department of Public Health and be licensed by the local Board of Health."
10. Please make sure you fill out an application for a Recreational Camp and send in the required fee along with the application and attachments

**Please note:** If you are applying for an original camp license, that is, the original camp license in each community where the camp is located, you must file a plan showing the following with the Board of Health at least 60 days before desired opening date (see MGL Ch. 140 S. 32A).

- Building, structures, fixtures and facilities
- Proposed source of water supply
- Works for disposal or sewage and waste-water

**Please note:** In order to conduct an effective and time efficient inspection, please be sure to have all paper work organized for inspector – suggestions include, but are not limited to use of 3-ring binders, expandable files, etc.