



Mayor Joshua A. Garcia

Timothy M. Rivers, Director

City of Holyoke

Board of Health

APPLICATION TO OPERATE A RECREATIONAL CAMP FOR CHILDREN

Name of Camp: _____

Address of Camp: _____

Name of Owner: _____

Address of Owner: _____

Camp Director: _____

Mailing Address: _____

Off-Season Mailing Address: _____

Dates of Camp Operation: _____ Camp Phone: _____

Number of Days Camp is in Operation: _____

Number of Campers and Staff: _____

Health Care Consultant Name: _____

(Must be a Massachusetts licensed MD, NP, PA with Pediatric Training)

Phone Number for Health Care Consultant: _____

Health Care Supervisor Name: _____

(Must be over 18 years of age, specially trained in first aid and CPR)

Phone Number for Health Care Supervisor: _____

NOTE: EVERY RECREATIONAL CAMP IS REQUIRED TO HAVE A CONSULTANT AND A SUPERVISOR

The following items must be submitted prior to inspection:

- Written procedures for the review of the background of each staff person and volunteer who may have unsupervised and supervised contact with a camper.
- Written camp's plan for orientation which shall include at a minimum: the Camp's philosophy, organization, policies and procedures. The operator shall not assign any person to be responsible for a group of children nor utilize staff to supervise others until said person has received orientation.



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Summer Camp Permit Checklist

Please make sure all have been checked off, completed and reviewed before returning to our office with the required fees

- Meningococcal Info
- Mumps Info
- Memo from Board of Health
- Camp Application & Information-fee \$75
- Items to be Available Prior to Inspection
- Camp & Staff Info Application
- Immunization Info
- Fire Evacuation Plan
- Division of Comm. Sanitation – Meds at Rec. Camp
- Guidelines for Storage and Adm. Of Meds
- Memo – Meds at Rec. Camps for Children
- Authorization for Administering Med Form
- CSP Death & Morbidity Prevention
- Injury Report Form
- Memo – Reporting Beach Tests Results
- Aquatics
- Fecal, Vomit & Blood in Pools
- Memo-Communicable Disease & Pools
- Horses at Camps
- Rec. Camp Inspection Form
- Policy for Staff & Volunteers
- Application for Expanded CORI ACCESS Certification
- Notice for Electronic CORI
- Electronic CORI Form
- an act to further protect children
- Memo-Background Checks for Camps Staff
- Frequently Asked Questions
- Overview of CORI Process
- Recreational Camps for Children Minimum Standards
- Motor Vehicles & Aircraft at Camps
- Clarification of Rec. Camp Licensing Exemption
- Changes on Recreational Camps for Children
- Revisions to 105 CMR 430.000
- Personal Record Checks Out of State