

# FACT SHEET

## A Youth Camp's Guide to Inspections and Licensing

Section 19a-422 of the Connecticut General Statutes requires that an Office of Early Childhood (OEC) approved director be on site at all times camp is in operation. The director shall make arrangements to escort the OEC inspector during the inspection with any information, documents or materials necessary to comply with the inspection. The camp director shall be familiar with all of the activities offered at the camp and shall have access to all records and facilities utilized by the camp. If the camp director is not available, an Agency approved alternate director must be present at the youth camp to fulfill these responsibilities.

To save time when the Agency's inspector visits your camp, the Camp Director may wish to organize the following information included on this checklist, in a loose leaf binder. Please note that information in the binder must be updated each year with current information.

- Acceptable & Current Certifications for Nurse or Director of First Aid**-a Nurse or Director of First Aid with Agency acceptable certifications must be onsite at all times camp is in operation.

Note: A Registered Nurse is required for residential camps of more than 250 campers and staff.

- √ If using a nurse, copies of **current** Connecticut Nurse's License & CPR\* card
- √ If using a Director of First Aid, copies of **current** First Aid Card & CPR\* card(s) (must be 21 years of age or older)

\*See Staff Certificate Requirements, Director of First Aider (First Aider) or the Nurse for acceptable documentation. In lieu of the card(s), the OEC will accept an official letter indicating the name of the staff taking the course, the name of the course taken, the date the course was taken, satisfactory completion of the course, and an authorized signature OR a copy of the class roster which includes the name of the program director, the name of the course taken, and the date the course was taken, and that the individual has passed the course

- Medical Log**-an abstract record of all cases treated at the camp shall be kept in a manner that prevents alteration of the information contained in the record.

- Example – a black and white composition notebook. Note: spiral notebooks are not acceptable
- The record shall include the date, time, circumstances, condition, treatment and persons responsible for the care
- Entries in the bound log, shall be signed and dated by camp physician or APRN at least weekly

- First Aid Instructions** signed and dated by camp physician or APRN (for director of first aid)

First aid instructions and supplies shall be specified, signed, and dated by the camp physician/APRN for nurse or director of first aid

Note: The First Aid Instructions for the Director of First Aid CANNOT contain any references to medications

- Standing Orders** signed and dated by camp physician or APRN (for licensed nurse)

- Department of Public Health Reportable Disease List** – Camp must have access to a current list. Copy can be downloaded from Office of Early Childhood website @<http://www.ct.gov/oec/camps>. Click on Forms and Applications and then Nurse / First Aider Forms for the current copy.

- Administration of Medications Trained Staff** - the following is required:

- 1) Must be 18 years of age or older;
- 2) documentation of satisfactory completion of training in the methods of administration of medications;
- 3) documentation of satisfactory completion of training specific to the modalities for which medications will be administered;
- 4) copy of written approval of training from instructor. ONLY a physician, pharmacist, physician assistant, advanced practice registered nurse or registered nurse is allowed to provide the training; and
- 5) copy of the outline of the content of the training curriculum

Note: The staff person trained to administer the medications does not have to be the First Aider

- Physical Examination Forms** for ALL staff and campers. Physical must have been within 36 months. Immunization records are required for campers and staff who are in school. Immunization records are NOT required for staff that are college age or older. Records shall include individual plans of care for campers with special health care needs or disabilities.

- Current & Acceptable Test Results for Pool(s), Swimming Area(s) & Well(s)**

A copy of the Department of Public Health, swimming pool regulations, can be downloaded from the Office of Early Childhood website @ <http://www.ct.gov/oec/camps>. Click on Statutes and Regulations and then the regulation numbers for Swimming Pools and Bathing Places.

√ **Camp Pools** – Ph and Chlorine Test Log

√ **Swimming Area** - Bacterial analysis:

Fresh Water – E coli <235 per 100 ml

Marine Water – Enterococcus <104 per 100 ml

If a camp is only using a Connecticut state park swimming area, no test is required

√ **Well Water Test** - Water Test for drinking water - chemical and bacterial analysis

Note: Public Water – Test Not Required

- Signed Written Parent Permission Forms for Camp Outings**

- Current & Acceptable Certifications for Program Staff**

Required qualifications for the following program directors can be found on the Agency’s website at <https://www.ct.gov/oec/camps>. Click on Forms and Applications, Staff Certification:

- **Director of Camp or Alternate Director**
- **Director of First Aid (First Aider) or the Nurse**
- **Director of Aquatics**
- **Director of Archery**
- **Director of Challenge Course**
- **Director of Horseback Riding**
- **Director of Shooting Sports**
- **Director of Small Craft Waterfront**

Note: In lieu of the card(s), the Office of Early Childhood will accept an official letter indicating the name(s) of the staff taking the course, the name of the course taken, the date the course was taken, and an authorized signature OR a copy of the class roster which includes the name of the program director, the name of the course taken, the date the course was taken, and that the individual has passed the course.

- Current Fire Marshal Certificate** (valid within one year from the date of the inspection) for buildings.

Note: If a camp is applying for a renewal license and camp has not provided a fire marshal certificate for the prior year's plan of correction, a license will not be issued by the Agency without a copy of the fire marshal certificate for the current year.

- Youth Camp Vehicle Inspection Report Form** completed and signed by Department of Motor Vehicles (DMV) for all camp vehicle(s) used to transport campers both on and off the camping premises (valid within one year of the vehicle inspection) for camp vehicles.

- Report for Food Service Establishments and Evidence of a certified food protection manager (formerly known as QFO)** for kitchen or food vendor

- Evidence of a certified food protection manager, when food is prepared on site or an outside food vendor or food establishment is used.

- If food is prepared on site or an outside food vendor or food service establishment is used, camp needs to provide a current town Kitchen Inspection Report for Food Service Establishments (EHS 106.) Contact the Local Health Department to arrange inspection or to request a copy of the most recent report for the food establishment being used. Inspection report cannot contain any four (4)-point demerits or have a score of less than 80 if applicable.

Note: A copy of the food license is NOT required.

- Waterslides/Amusement Rides** - Current calendar year State of Connecticut, Department of Consumer Protection, Amusement Park License. The website address for Department of Consumer Protection is <http://www.ct.gov/dcp/cwp/view.asp?a=1622&q=446430>

Note: Camps that did not get the required Amusement Park License in the prior year (prior to May 2014) from the State Fire Marshal for a waterslide, must provide a copy of the current years license to the Agency's inspector at the time of initial inspection prior to the opening of camp.

- Challenge Course Inspection Report** dated within a year, or more frequently if needed.

- Staff Roster** to include all staff age 15 or older must either be listed on the Staff Roster or a camp form which contains the same information. The list must contain the staff's name, their age, position and date of hire. A copy of the staff roster must be provided to the camp inspector on the day of the camp inspection.

- Staff BCIS Roster to include all staff age 18 and older who provide care to children or have unsupervised access to children.** The roster must be provided to the camp inspector on the day of the camp inspection via hard copy or BCIS access.

- Written Lease** if the camp does not own the facility or property

- Written Behavioral Management and Supervision Policies and Procedures**

- Written Emergency Management Plan**

- Written Abuse/Neglect Policies and Procedures**

- Written Policies and Procedures for Activities**-policies and procedures governing each of the following activities, if provided at the camp: challenge course, firing range, archery range and horseback riding

- Documentation of Staff Training** in the camp's policies and procedures must be on file at camp.