



**TOWN OF ROCKPORT
BOARD OF HEALTH**
34 Broadway
Rockport, MA 01966
Phone: 978-546-3701

**APPLICATION FOR LICENSE TO CONDUCT
RECREATIONAL CAMP FOR CHILDREN**

Must be completed and submitted to Board of Health at least 60 days before desired opening date

Name of Camp: _____

Site Address: _____ Site Telephone: _____

Name of Camp Owner: _____

Office Address: _____

Telephone: _____ Email: _____

Name of Camp Director: _____

Address: _____

Telephone: _____ Cell phone: _____

Email: _____

Type of Camp: Day _____ Residential _____ Travel _____ Trip _____

Dates of Operation: Opening: _____ Closing: _____

Hours of Operation: _____

Swimming Pool: Yes _____ Pool Permit Number _____ No _____

Bathing Beach: Yes _____ No _____

Meals Provided: Yes _____ Food Permit Number _____ No _____

Snacks Provided: Yes _____ No _____

Camp provides transportation: Yes _____ No _____

Signature of Applicant: _____

Official Title: _____ Date: _____

Camp Director

Name: _____ Age: _____

Coursework in camping administration: _____

Previous camp administration experience: _____

Substitute Camp Director

Name: _____ Age: _____

Coursework in camping administration: _____

Previous camp administration experience: _____

Health Care Consultant

Name: _____

Address: _____

Type of medical license (must be a physician, nurse practitioner, or physician assistant with pediatric training): _____

MA License Number: _____ Phone: _____

Attach Health Care Consultant Agreement

Health Supervisor

Name: _____ Age: _____

Type of medical license or training (See 105 CMR 430.159(C): _____

Attach copies of certifications

Aquatics Director

Name: _____ Age: _____

Lifeguard Certificate issued by: _____ Exp. date: _____

American Red Cross CPR Certificate: _____ Exp. date: _____

American First Aid Certificate: _____ Exp. date: _____

Previous Aquatics Supervisory Experience: _____

Attach copies of certifications

Required Documents

The following must be submitted with your application.

See the Massachusetts regulations: Minimum Standards for Recreational Camps for Children, (State Sanitary Code, Chapter IV) 105 CMR 430.000 and guidance documents issued by the Department of Public Health, Division of Community Sanitation for assistance developing the following documents.

Applicant - Please Check That Submitted:

- Copy of promotional literature (105 CMR 430.190(C)) with required statement
- Copy of policies provided to parents (105 CMR 430.159(B)(2) with note that the following policies are available upon request: health care, background check, and discipline (105 CMR 430.190(D))
- Blank camper application and blank parent forms (105 CMR 430.150)
- Copy of vehicle registration, insurance, and driver qualifications (250, 251, 252, 253)
- 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)
- Health Care Consultant Agreement including list of meds (105 CMR 430.159(A))
- Procedures for the background review of staff and volunteers (105 CMR 430.090)
- Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)
- Health care policy (105 CMR 430.159(B))
- Staff orientation plan (105 CMR 430.091)
- Discipline policy (105 CMR 430.191)
- Fire evacuation plan – approved by local fire department (105 CMR 430.210(A))
- Disaster 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)

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 90 days before your desired opening date (See MGL Ch. 140 s. 32A):

- Buildings, structures, fixtures, and facilities
- Proposed source of water supply
- Lab analysis of private water supply (if applicable) (105 CMR 430.300, .303)
- Works for disposal of sewage and wastewater