



***Town of Sheffield
Board of Health***
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Sheffield, Massachusetts 01257
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APPLICATION FOR A LICENSE TO CONDUCT A RECREATIONAL CAMP FOR CHILDREN

The Permit Fee is \$50.00 per session; it must accompany the Recreational Camp License Application. The Recreational Camp inspection fee is \$250.00 (up to 5 hours) and \$50.00 per additional hour or portion thereof.

This institution is an equal opportunity employer and provider.

RECREATIONAL CAMP LICENSE APPLICATION

Camp Name and Location Information

Camp Name: _____

Location where camp operates: _____

City: _____

State: _____

ZIP Code: _____

Phone: _____

Fax: _____

Email: _____

Website/Social Media address: _____

Camp Owner/Organization Information

Owner/Organization Name: _____

Primary Mailing address: _____

City: _____

State: _____

ZIP Code: _____

Phone(year-round): _____

Fax: _____

Email: _____

☐

send license to this email address

Camp Director/Operator Information (if different than owner)

Director/Operator Name: _____

Primary Mailing address: _____

City: _____

State: _____

ZIP Code: _____

Phone(year-round): _____

Fax: _____

Email: _____

☐

send license to this email address

Camp Operating Information

If the camp previously operated in Massachusetts provide: year(s) the camp operated and the name(s) the camp operated under:

☐

From: _____ To: _____ Name(s): _____

N/A

Has the camp's license ever been suspended or revoked:(check):

☐

Suspended

☐

Revoked

☐

Neither

Day or Residential Camp:

☐

Day

☐

Residential

Seasonal or Year-Round Camp:

☐

Seasonal

☐

Year-Round

Seasonal camp only:

Opening Date for camp: _____

Closing Date for camp: _____

Hours of Operation: _____

Swimming Pool(s):

☐

Yes

☐

Off-site

☐

No

Pool Permit Number: _____

Off-Site Pools (if applicable): _____

Total Number of Pool(s): _____

Bathing Beach(s):

☐

Yes

☐

Off-site

☐

No

Names of lake or river located at camp (if applicable): _____

Off-Site beaches (if applicable) : _____

Meals Provided:

☐

Yes

☐

No

Food Permit Number: _____

Camp Capacity (per Session):

Campers: _____

Staff: _____

Total Number for the Year: _____

Health Care Consultant Information

Name: _____

MA License Number: _____

Phone (to reach during camp operations): _____

Type of Medical License:

☐

Physician

☐Physician Assistant
Nurse Practitioner(NOTE: Attach documentation
of pediatric training if a PA)☐

Other: _____

Health Care Supervisor Information

Name: _____

MA License Number: _____

Age: _____

Type of Medical License, Registration or Training 105 CMR 430.159(C):

☐Physician
Nurse☐Physician Assistant
Nurse Practitioner☐Other: _____ Please attach
documentation of current First Aid / CPR Training**Aquatics Director Information** ☐ N/A

Name: _____

Age: _____

Lifeguard Certificate issued by: _____

American Red Cross CPR Certificate: _____

Expiration date: _____

Expiration date: _____

American First Aid Certificate: _____

Previous aquatics supervisory experience: _____

Expiration date: _____

Firearms Instructor Information ☐ N/A

Name: _____

National Rifle Association Instructor's card (or equivalent): _____

Date Certified: _____

Expiration date: _____

Horseback Riding Instructor Information ☐ N/A

Name: _____

License Number: _____

Expiration date: _____

Stable Location: _____

Licensed in accordance with MGL c.111 §155, 158:

☐

Yes

☐

No

Drinking Water and Plumbing Information

Is the camp a Public Water System (PWS) or connected to a town water supply?

☐

PWS

☐

Town water supply

☐

Other: _____

Is the camp connected to a municipal sewer or other community, off-site sewage disposal system or is it served by on-site sewage disposal system(s)?

☐

Municipal/Off-Site

☐

On-Site (if on-site, Date of most recent septic tank pumping and inspection: _____)

☐

Other: _____

Renewal or Previously Submitted InformationIf ALL of the above information was previously submitted and has not changed, please note:☐

INFORMATION ON FILE from previous years

Certification and Signature

I authorize the verification of the information provided in and with the application is true, complete, and not misleading to the knowledge and belief of the signer. I understand that any license granted based on false, incomplete, or misleading information shall be subject to suspension or revocation.

Signature
of applicant:

Title:

Name
(Please Print):

Date:

Comments or Additional Information

Required Documentation:

Please consult 105 CMR 430.000, MA Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV and all guidance documents, prior to filling out the application. Additionally, contact the Department of Public Health, Bureau of Environmental Health, Community Sanitation Program for any questions regarding the following documents:

- Staff information forms (e.g. - applications, contact information, health records, certifications, etc.)
- Procedures for the background review of staff and volunteers [105 CMR 430.090]
- A copy of promotional literature [105 CMR 430.190(C)]
- Procedures for reporting suspected child abuse or neglect [105 CMR 430.093]
- A camp health care policy [105 CMR 430.159(B)]
- A discipline policy [105 CMR 430.191]
- A fire evacuation plan – approved by the local fire department [105 CMR 430.210(A)]
- A written statement of compliance from the local fire department [105 CMR 430.215]
- A Disaster/Emergency plan [105 CMR 430.210(B)]
- A lost camper plan [105 CMR 430.210(C)]
- A lost swimmer plan (when applicable) [105 CMR 430.210(C)]
- A traffic control plan [105 CMR 430.210(D)]
- For Day Camps – contingency plans [105 CMR 430.211]
- For Field Trips – A written itinerary, including sources of emergency care, access to health records/medication/first aid kits and contingency plans to be provided to the parents/guardians prior to departure [105 CMR 430.212]
- A current certificate of inspection from the local building inspector [105 CMR 430.451]
- If applying for an initial license after January 1, 2000 – the lab analysis of a private well water supply source (if applicable) [105 CMR 430.300,.303]

Please note:

When seeking a recreational camp license for each community where the camp is located, an applicant shall file an application with the Board of Health at least 90 days prior to the desired opening date, using a form provided by the Department or available from the Board of Health documenting all required information, including, but not limited to, a plan showing the buildings, structures, fixtures and facilities, as needed. [105 CMR 430.631]