



**SPRINGFIELD DEPARTMENT OF HEALTH AND HUMAN SERVICES
ENVIRONMENTAL HEALTH DIVISION**

311 STATE STREET SPRINGFIELD, MA. 01103 PHONE: (413)-787-6740 FAX: (413)-787-6458

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:		
<input type="checkbox"/> 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:		
<input type="checkbox"/> 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: <input type="checkbox"/> From: _____ To: _____ Name(s): _____ <input type="checkbox"/> N/A	
Has the camp's license ever been suspended or revoked:(check): <input type="checkbox"/> Suspended <input type="checkbox"/> Revoked <input type="checkbox"/> Neither	Day or Residential Camp: <input type="checkbox"/> Day <input type="checkbox"/> Residential
Seasonal or Year-Round Camp: <input type="checkbox"/> Seasonal <input type="checkbox"/> Year-Round	Seasonal camp only: Opening Date for camp: _____ Closing Date for camp: _____ Hours of Operation: _____
Swimming Pool(s): <input type="checkbox"/> Yes <input type="checkbox"/> Off-site <input type="checkbox"/> No	Pool Permit Number: _____ Off-Site Pools (if applicable): _____ Total Number of Pool(s): _____
Bathing Beach(s): <input type="checkbox"/> Yes <input type="checkbox"/> Off-site <input type="checkbox"/> 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 Other: _____
 Nurse Practitioner (NOTE: Attach documentation of pediatric training if a PA)

Health Care Supervisor Information

Name: _____

MA License Number: _____ Age: _____

Type of Medical License, Registration or Training 105 CMR 430.159(C):
 Physician Physician Assistant Other: _____ Please attach
 Nurse Nurse Practitioner 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 Information

If **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

RECREATIONAL CAMP INFORMATION

Camp Name:

Tel#:

Email Address:

Owner's Name:

Director's Name:

In-Season Address (NO PO BOXES):

City/State/Zip:

Off-Season Address:

City/State/Zip:

Type of Camp

Residential

Day

Sports

Other: (specify)

of Staff:

Volunteers per season:

#Campers per season:

Health Care

Consultant Name:

License/Registration#:

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]

*****please send the fully completed application form and a check or money order for \$75 payable to the City of Springfield and send to:**

**Springfield Health & Human Services Dept.
311 State Street
Springfield, Ma. 01105**

ATT: Camp coordinator