



# Board of Health

TOWN HALL • 19 WASHINGTON ST. • SHERBORN, MASSACHUSETTS 01770  
508-651-7852 • FAX 508-651-7868

## APPLICATION FOR A LICENSE TO CONDUCT A RECREATIONAL CAMP FOR CHILDREN

Name of Camp: \_\_\_\_\_  
Site Address: \_\_\_\_\_  
Site Telephone: \_\_\_\_\_

Name of Camp Owner: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name of Camp Operator (if different): \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Name of Health Care Consultant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Type of Camp: Day \_\_\_\_\_ Residential \_\_\_\_\_  
Hours of Operation: \_\_\_\_\_  
Dates of Operation: Opening: \_\_\_\_\_ Closing: \_\_\_\_\_

Swimming Pool: Yes \_\_\_\_\_ Pool Permit #: \_\_\_\_\_ No \_\_\_\_\_  
Bathing Beach: Yes \_\_\_\_\_ No \_\_\_\_\_  
Meals Provided: Yes \_\_\_\_\_ Food Permit #: \_\_\_\_\_ No \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Official Title: \_\_\_\_\_ Date: \_\_\_\_\_

See over and the next page for a list of documents that must be completed and submitted before your application for a license can be fully processed. You are strongly encouraged to complete these documents as soon as possible and submit them in advance. This will expedite the licensing process.

## **REQUIRED DOCUMENTS**

Please refer to the Massachusetts Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV - 105 CMR 430.000 and the guidance documents issued by the Department of Public Health, Division of Community Sanitation for additional assistance with developing the following documents:

- 1) Staff information forms (see attached)
- 2) Procedures for the background review of staff (105 CMR 430.090)
- 3) Copy of promotional literature (105 CMR 430.190(C))
- 4) Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)
- 5) Health care policy (105 CMR 430.159(B))
- 6) Discipline policy (105 CMR 430.191)
- 7) Fire evacuation plan - approved by the Sherborn Fire Dept. (105 CMR 430.210(A))
- 8) Disaster plan (105 CMR 430.210(B))
- 9) Lost Camper Plan (105 CMR 430.210(C))
- 10) Lost swimmer Plan (105 CMR 430.210(C))
- 11) Traffic Control Plan (150 CMR 430.210(D))
- 12) Day Camps - Contingency Plan (105 CMR 430.211)
- 13) Primitive, Trip, or Travel Camps - Written itinerary, including sources of emergency care, and contingency plans (105 CMR 430.212)
- 14) Current certificate of occupancy from Sherborn Building Inspector (150 CMR 430.451)
- 15) Written statement of compliance from the Sherborn Fire Dept. (150 CMR 430.215)
- 16) If applying for initial license after January 1, 2000 - laboratory analysis of private water supply (if applicable) (105 CMR 430.300, .303)

Please note: If you are applying for an original camp license in the Town of Sherborn, you must file a plan showing the following at least 90 days before your desired opening date (see MGL Ch. 140 S.32A):

- 1) Buildings, structures, fixtures, and facilities
- 2) Proposed source of water supply
- 3) Works for disposal of sewage and wastewater

## STAFF INFORMATION FORM

### Camp Director:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Coursework in camping administration: \_\_\_\_\_

Previous camp administration experience: \_\_\_\_\_

### Health Care Consultant:

Name: \_\_\_\_\_

Type of Medical License (must be a physician, nurse practitioner, or physician assistant with pediatric training): \_\_\_\_\_

MA License Number: \_\_\_\_\_

### Health Supervisor:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

### 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: \_\_\_\_\_

### Firearms Instructor:

Name: \_\_\_\_\_

National Rifle Associations Instructor's card (or equivalent): \_\_\_\_\_

Date Certified: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### Stable:

Location: \_\_\_\_\_

Licensed in accordance with MGL Ch. 111, S. 155, 158: Yes \_\_\_\_\_ No \_\_\_\_\_

**Attach** the names, ages, applicable current certifications (if any), such as First Aid, and the anticipated role at the camp of all supervisory staff (see below). Use as many pages as necessary.

Supervisory Staff means those persons with the responsibility, authority, and training to provide direct supervision to camper groups. This may include counselors, junior counselors, general activity leaders, or other staff who provide supervision to campers without assistance.