

TOWN OF EASTON



BOARD OF HEALTH

136 ELM STREET  
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Tel. (508) 230-0620

## The Commonwealth of Massachusetts

# INFORMATION FOR CAMP PERMIT

A camp licensed by the local Board of Health is defined by the Massachusetts Department of Public Health as any program which operates for more than two (2) hours a day; for more than four (4) days in a two (2) week period which services five (5) or more non-related children. If the main theme of the program is sports, two (2) hours of activity meets the definition.

There are a number of programs which may be exempt from the definition. These exemptions include: Child care programs licensed by the Office of Child Care Services; Programs sponsored by municipal recreation departments, programs operated on a drop in basis, classroom based instructional programs; and accredited summer school programs.

If the program is promoted or advertised as a "Camp" it must meet all licensing requirements even if the program does not meet the definition.

As a camp, you must be in compliance with 105 CMR 430.000, Minimum Sanitation and Safety Standards for Recreational Camps for Children. The operator of the camp must maintain specific records on each member of its staff. These records are listed in 105 CMR 430.090. In accordance with M.G.L. c. 6, §172G, the operator must obtain a CORI/Juvenile Report from the Massachusetts Criminal History Systems Board for all prospective staff and volunteers. Access to this information requires the approval of the camp operator, prior to being able to run the needed checks on the prospective staff.

The camp operator is also required to obtain a sex offender check from the Sex Offender Registry Board. No prior approval is necessary to access this information, but large requests do take time to process.

You are required to develop and provide a number of policies, including but not limited to, employment background information, a health care policy, discipline policy, staff review policies, fire, disaster and lost camper plans.

In accordance with 105 CMR 430.159: Health Care Staff to be Provided. You are required to have a health care consultant, a health supervisor and, if your staff and campers are in excess of 150, you will be required to have a nurse on staff, see 105 CMR 430.159.

A number of model documents and forms are available on the websites and through this office.

[MA Dept. of Public Health \(Regulations, model documents, Questions pertaining to camps\) and more](#)  
[Criminal History Systems Board](#)  
[Sex Offender Registry Board](#)