



Department of Public Health

Monroe County, New York

Adam J. Bello
County Executive

Marielena Vélez de Brown, MD, MPH
Commissioner of Public Health

CHILDREN'S CAMP REQUIRED FORMS

***All forms and documents must be submitted 60 Days prior to the anticipated opening date. * Email submission allowed but forms must be signed.**

- 1. **DOH 3965 or 3915 "Application for a Permit"**.
- 2. **Proof of Coverage for Worker's Compensation & Disability Benefits**
(See back of DOH 3965 or 3915 for acceptable documents).
- 3. **LDSS - 3370 "Statewide Central Register Database Check"** with a **complete 28 year address history with no time gaps** for Camp Director.
- 4. **DOH 2271 "Statement relative to conviction of a crime"** for Camp Director
- 5. **DOH - 367 & DOH - 367a "Children's Camp Facility and Staff Description"**
For Each camp complete ALL SECTIONS of both DOH-367 & DOH -367a.

Only list the Primary/Core staff used to meet the minimum requirements and ratios for certification and training based on the Type of Camp, Camper Capacity and Camp Activities. Provide copies of valid training certifications (or certified training roster) for listed Primary/Core staff: Medical Certification, *CPR, First Aid, Lifeguard, Progressive Swimming Instructor, Camp Aquatics Director Certs, and Specialized Activity Certs. **Certifications for additional camp staff do not need to be provided with this application yet must be on-site for review during inspections.**

***CPR certification is valid for 1 year from the date of certification, regardless of expiration date on card. See Enclosed Fact Sheets for Acceptable Training Providers & Certification Titles**

- CPR Requirements (all camps) – In addition to the camp health director or designee(s), one (1) staff member for each 200 campers shall possess a current acceptable CPR certification.
- Day/Traveling Camps First Aid Requirement - One (1) staff person for each 200 campers shall possess a current acceptable First Aid Certification.
- Overnight Camps First Aid Requirement - In addition to the camp health director or designee(s) one (1) additional First Aid staff for each 200 campers must be maintained and be available **on-site at all times** during the camp session.
- **For Overnight Camps The qualified designated Health Director shall remain on-site at all times (Doctor, Nurse Practitioner, Physician Assistant, RN, LPN or EMT)**
- **Accepting an RN or other Medical license in lieu of first aid certification (for on-site staff) - A nursing or medical certification is valid in place of first aid training only for three years after the initial certification. After this time period job duties which are consistent with first aid training (such as controlling bleeding, stabilizing fractures, controlling communicable diseases, responding to sudden illnesses...) must be provided and will be evaluated to support justification for acceptance in lieu of first aid certification. Please plan accordingly when hiring staff and supply this information with your application.**

6. Submit an Updated Safety Plan. See link to Safety Plan templates:
<http://www2.monroecounty.gov/files/health/eh/ChildrensCampSafetyPlan.zip>
- If you are a NEW Camp or if the physical location of your previously permitted camp has changed a **NEW** Safety Plan must be submitted using the template.
 - For **NEW Camps** Complete an “Activity Appendix” for **all** activities listed on “DOH-367”. For **EXISTING Camps** with previously approved safety plans - Complete an “Activity Appendix for all **new activities** listed on the “DOH-367”.
 - ALL Camps - Complete a “Camp Trip” Appendix for each field trip.
 - Submit Safety Plan
 - Include AED plan.
7. Aquatics Certifications. See fact sheets available at:
<https://www.health.ny.gov/environmental/outdoors/camps/#certs>
Provide hard cards as proof of certification as noted in item #5.
- **Camp Aquatics Director** – A Camp Aquatics Director must oversee all swimming activities that occur at swimming pool and bathing beaches operated as part of a children’s camp. **See “Camp Aquatics Director” Factsheet for qualifications.**
 - When a camp utilizes a swimming facility that provides aquatic supervision, the camp still needs to provide their own Lifeguard at a ratio of 1 to 75 campers.
 - An amusement park “wave pool” requires that campers have their swimming assessed by a certified Progressive Swimming Instructor in a pool prior to entering the wave pool. Only campers classified as “swimmers” are allowed to use the wave pool. The camp must also provide their own lifeguard(s) for supervision in the wave pool, at a ratio of 1 to 75 campers even though the facility provides their own lifeguards.
 - A lifeguard is not required when the camp only utilizes aquatic amusement activities that allow only one or two bathers at a time and when the water level is less than chest deep (water slide, splash pad).
8. List of date(s) and location(s) of All Field Trips.
9. **NYS Sex Offender Registry and National Sex Offender Registry (both required)**
Results of this search must be available during all inspections (Do not submit with application).

Additional fact sheets and documents for review are available at
<https://www.health.ny.gov/environmental/outdoors/camps/#facts>

Children’s Camp Code (Part 7-2) NYSDOH webpage:
<https://regs.health.ny.gov/content/subpart-7-2-childrens-camps>

Mail or Email Completed Children’s Camp Application Packet to:
Monroe County Dept of Public Health – Children’s Camps
111 Westfall Road - Room 1020
Rochester, New York 14620
camps@monroecounty.gov