To: Camp Directors

Date: March 12, 2024

Re: Camps Licensing Requirements-Important information for 2024

From: Julia Junghanns, Director of Public Health

Camp season is coming! Please review this memo as our fees and submittal requirements have changed. Also, please review the attached Camp Permit Process memo. As a reminder, Recreational Camps are regulated by Local Boards of Health through the Minimum Standards for Recreational Camps for Children, State Sanitary Code Chapter IV: 105 CMR 430.00. **Please be aware that the state regulations have been amended and a copy is available on the state and the Health Department websites. Training is expected to roll out at the end of April.**

**New Fees:** The Board of Health has recently adopted new fees. We have combined the camp application fee, records review and permitting fees. The new combined fee is $300.00.

**Late fee:** A late fee of $100 will be charged for any applications submitted less than 30 days before the camp start date.

**Returning camps:** Returning camp permit applications must be submitted to the Health Department for review and approval for licensing at least 90 days before the camp start date. 

**New Camps:**  New camp permit applications (not previously permitted in Wayland) must be submitted to the Health Department for review and approval for licensing no later than 120 days prior to the camp opening date.

**The camp application must be submitted to the Health Department in an organized binder with labeled tabs that correspond with the respective numerical sections of the amended State Camp Regulations, this information can be found on the Camp Inspection form (see below).  The camp inspection form must also be filled out by the applicant before Health Department staff review (see below).  Incomplete applications will not be reviewed until all paperwork is submitted along with the required fee.**

**Camp Directors are responsible for the following:**

* **Review and understand the amended State Regulations and licensing requirements**
* **Complete the application and submit all required paperwork and fees**
* **New\*\*\*Complete the state inspection form and include with your submittal**
* **All required forms for your submittal can be found on the Health Department website:**

[**https://www.wayland.ma.us/health-department/pages/permits-fees-and-regulations#anchor\_Camps**](https://www.wayland.ma.us/health-department/pages/permits-fees-and-regulations#anchor_Camps)

* **You must schedule your inspection with the Health Department by May 1, 2024. New\*\*\*Verification of compliance with immunization records requirements must be provided with a signed off from the Camp Director prior to the camp start date.**
* **Christian's Law**, was enacted on July 12, 2012. The law requires that all municipal and recreational programs or licensed camps conducting swimming at fresh or saltwater beaches must: Ensure that all minors are swim tested at the first swimming session, Provide a properly sized and snug fitting personal flotation device (PFD) type I, II, or III to all minor children determined to be either a non-swimmer or an at-risk swimmer, Allow parents or legal guardians to provide their own properly fitting PFD to the child if they so choose: [**https://www.mass.gov/service-details/christians-law**](https://www.mass.gov/service-details/christians-law)
* **Keep Campers Safe From Ticks** [**https://www.acacamps.org/blog/keep-campers-safe-ticks**](https://www.acacamps.org/blog/keep-campers-safe-ticks)
* **How to Order Tick Cards** Download the [Tick Education Card Order Form (PDF)](https://concordma.gov/DocumentCenter/View/1452) and complete with your mailing address and how many cards you will need then simply fax the form to: Massachusetts Department of Public Health Bureau of Infectious Disease at 978-640-9671.

**If you have questions or need more information please email us at** [**Health@wayland.ma.us**](mailto:Health@wayland.ma.us)