



## UNIVERSITY OF MASSACHUSETTS AMHERST

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Environmental Health & Safety

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**From:** Larry Davis, Environmental Health Services Manager

As a director of a youth program it is necessary that you be aware of regulations that may affect your program. All summer camps must conform to "Massachusetts Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code Chapter IV – 105 CMR 430. The Massachusetts Department of Public Health web site is [www.state.ma.us/dph/dcs/dcs.htm](http://www.state.ma.us/dph/dcs/dcs.htm). Please review these regulations to ensure your camp is in compliance with them.

Under state Recreational Camp regulations, any of the following would be considered a camp:

1. Any program that advertises as a camp;
2. Any program which operates on a permanent site for four or more consecutive overnights and meets the definition of a recreational camp for children,
3. Any program that is ninety-six hours or more in length, meets the definition of a recreational camp for children and operates between June 1 and September 30.
4. Operates for more than two hours on per day for five days in a two week period.
5. Any program that has any high risk activities such as swimming, horseback riding or rock climbing.

Programs exempt from the Recreational Camp regulations:

1. Any program licensed by the Office For Children Care Services M.G.L. c.28A §10,
2. Any program operated on a strictly drop-in basis,
3. Any classroom based instructional program that has no specialized or high risk activities (105 CMR 430.103)
4. A summer school program accredited by a recognized educational accreditation agency, where the accreditation includes standards for specialized and high risk activities, if the program involves such activities (105 CMR 430.103), and the summer program meets those accreditation standards.

Environmental Health and Safety (EH&S) will determine if a program falls under the Recreational Camp regulations. If your program falls under the regulations, the camp is required to have a license to operate. EH&S will inspect all camps at the University of Massachusetts – Amherst.

### Required Documents

See the Ma. Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV – 105 CMR 430 and the guidance documents issued by the Department of Public Health, Division of Community Sanitation for additional assistance with developing the following documents.

1. Procedures for the background of staff 105 CMR 430.090,
2. Staff information forms
3. Copy of promotional literature 105 CMR 430.190(C)
4. Procedures for reporting suspected child abuse 105 CMR 430.093
5. Health care policy 105 CMR 430.159(B)
6. Discipline policy 105 CMR 430.191
7. Fire evacuation plan 105 CMR 430.210(A)
8. Disaster plan 105 CMR 430.210(B)
9. Lost camper plan 105 CMR 430.210(C)
10. Traffic control plan 105 CMR 430.210 (D)
11. Day camps – contingency plan 105 CMR 430.211
12. Primitive, trip, or travel Camps – Written itinerary, including sources of emergency care, and contingency plans.

Environmental Health and Safety has examples of the above documents. If you wish a copy of the above document, please contact Larry Davis at 545-2682.