



NEEDHAM HEALTH DEPARTMENT



To: Needham Camp Directors
From: Hanna Burnett, MPH, RN.
Tiffany Zike MPH, RN.
Date: March 25th, 2021
Re: 2021 Summer Camp Applications

Enclosed please find camp Application(s) for the summer 2021 season. Please note that individual applications and fees must be submitted for each camp that your organization intends to operate. Should you intend to operate a new camp this year, applications are available on request. This year's fee will be **\$88.00**. Please make checks payable to the Town of Needham.

The State Regulations for Recreational Camps for Children can be found at <https://www.mass.gov/lists/recreational-camps-for-children-community-sanitation>. Please print a copy for yourself to have with your binder. The State has provided Health and Safety Standards for Reopening that can be found at <https://www.mass.gov/doc/recreational-camps-and-programs-health-and-safety-standards-for-reopening/download>. Needham Public Health reserves the right to amend the requirements for camp regulations at any time as the Sars-CoV-2 pandemic is still ongoing.

Please call the Needham Fire Department at 781-455-7580 to schedule an inspection.
Please fill out the Building Department application (done online, instructions attached) and follow that protocol for a building certificate.

Please review the attached Required Documents checklist carefully to ensure that the proper information is submitted as required. Applications and standard operating documentation must be submitted no later than **April 30, 2021** in a **binder for each individual camp**.

Follow-up information is due in this office fourteen (14) days in advance of the camp opening inspection.

We are always happy to answer questions along the way to make for an easy transition to camp licensing. Please feel free to call with any questions, 781-455-7940 ext. 218.

As a reminder, the State requirement for Sex Offender Registration Information (SORI) and Criminal Offender Records Information (CORI) checks are for all prospective staff. Exemptions are granted to international staff entering the country pursuant to a visa and who have not previously resided/worked in the United States. Obtaining these record checks takes time. It is suggested that the forms are completed and submitted to the respective State office as soon as possible. **Prospective staff missing background information will not be permitted to work at the camp.**

Documents that are incomplete or do not meet the requirements will be returned for revision. In addition, you will need to arrange for review of your follow up documents 14 days prior to camp opening. No camp will be reviewed on opening day.

Camps that do not provide adequate documentation or complete forms will not be permitted to open.

We look forward to assisting you through the camp licensing process and to a safe camping season for all.