



# CITY OF GLOUCESTER

Health Department  
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**Public Health**  
Prevent. Promote. Protect.

## APPLICATION FOR A LICENSE TO CONDUCT A RECREATIONAL CAMP FOR CHILDREN

Please fill out application and remit with check for \$150.00  
payable to the City of Gloucester.

**Application and payment must be received by June 1st**

Name of Camp: \_\_\_\_\_

Site Address: \_\_\_\_\_

Site Telephone: \_\_\_\_\_

Camp Email: \_\_\_\_\_

Name of Camp Owner: \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

Name of Camp Operator (if different): \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Operator's Email: \_\_\_\_\_

Type of Camp: Day \_\_\_\_\_ Residential \_\_\_\_\_

Hours of Operations: \_\_\_\_\_

Dates of Operation: Opening: \_\_\_\_\_ Closing: \_\_\_\_\_

Swimming Pool: Yes \_\_\_\_\_ Pool Permit Number \_\_\_\_\_ No \_\_\_\_\_

Bathing Beach: Yes \_\_\_\_\_ No \_\_\_\_\_

Meals Provided: Yes \_\_\_\_\_ Food Permit Number \_\_\_\_\_ No \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Official Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Name of Camp Director:** \_\_\_\_\_

Age: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Coursework in camping administration: \_\_\_\_\_

\_\_\_\_\_

Previous camp administration experience: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**Health Care Consultant's Name:** \_\_\_\_\_

Type of Medical License (must be a physician, nurse practitioner, or physician assistant with pediatric training): \_\_\_\_\_

MA License Number: \_\_\_\_\_

**Health Supervisor's Name:** \_\_\_\_\_

Age: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Type of Medical License, Registration or Training (See 105 CMR 430.159 (C)): \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

**Aquatics Director's Name:** \_\_\_\_\_

Age: \_\_\_\_\_ Email: \_\_\_\_\_

Lifeguard Certificate issued by: \_\_\_\_\_

Expiration date: \_\_\_\_\_

American Red Cross CPR Certificate: \_\_\_\_\_

Expiration date: \_\_\_\_\_

American First Aid Certificate: \_\_\_\_\_

Expiration date: \_\_\_\_\_

Previous aquatics supervisory experience: \_\_\_\_\_

\_\_\_\_\_

**Firearms Instructor's Name:** \_\_\_\_\_

National Rifle Association Instructor's card (or equivalent): \_\_\_\_\_

Date Certified: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Horseback Riding Instructor's Name:** \_\_\_\_\_

License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Stable Location:** \_\_\_\_\_

Licensed in accordance with MGL Ch.111 § 155, 158: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Attach** the names, ages, applicable current certifications (if any), such as First Aid, and the anticipated role at the camp of all supervisory staff (see below). Use as many pages as necessary to complete this.

Supervisory Staff means those persons with the responsibility, authority, and training to provide direct supervision to camper groups. This may include counselors, junior counselors, general activity leaders or other staff who provide supervision to campers without assistance.

## Required Documents

See the MA Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV – 105 CMR 430.000 and the guidance documents issued by the Department of Public Health, Division of Community Sanitation for additional assistance with developing the following documents.

- Staff information forms (see attached)
- Procedures for the background review of staff (105 CMR 430.090)
- Copy of promotional literature (105 CMR 430.190(C))
- Procedures for reporting suspected child abuse or neglect (105 CMR 430.093)
- Health care policy (105 CMR 430.159(B))
- Discipline policy (105 CMR 430.191)
- Fire evacuation plan – approved by local fire department (105 CMR 430.210(A))
- Disaster plan (105 CMR 430.210(B))
- Lost camper plan (105 CMR 430.210(C))
- Lost swimmer plan (105 CMR 430.210(C))
- Traffic control plan (105 CMR 430.210(D))
- Day Camps-contingency plan (105 CMR 430.211)
- Primitive, Trip or Travel Camps-Written itinerary, including sources of emergency care, and contingency plans (105 CMR 430.212)
- Current certificate of occupancy from local building inspector contingency plans
- Written statement of compliance from the local fire department (105 CMR 30.215)
- If applying for initial license after January 1, 2000 – lab analysis of private water supply (if applicable) (105 CMR 430.300,.303)

Please note: if you are applying for an original camp license, that is, the original camp license in each community where the camp is located, you must file a plan showing the following with the Board of health at least 90 days before your desired opening date (See MGL CH. 140 s. 32A):

Buildings, structures, fixtures and facilities

Proposed source of water supply

Works for disposal or sewage and waste water