

## Children's Camp Staff Requirements

| Title Responsibilities  | Required Minimum Ratio of Staff to Campers  | Qualifications/Requirements in Addition to Listed Certifications  | Day Camp  | Required Certifications <sup>1</sup>  |   |
|---|---|---|---|---|---|
|   |   |   |   | Overnight Camp  | FA<br>CPR<br>LG<br>PSI  |
| <b>MOTOR VEHICLE TRANSPORTATION DRIVER</b>  |   | <ul style="list-style-type: none"> <li>At least 18-years-old.</li> <li>Possess current driver's license appropriate for vehicle.</li> </ul>   |   |   |   |
| <b>STAFF</b>  |   |   | See COUNSELORS for additional requirements.   |   |   |
| <ul style="list-style-type: none"> <li>Supervise campers.</li> </ul>  | <ul style="list-style-type: none"> <li>1:12</li> </ul>                            | <ul style="list-style-type: none"> <li>May also be driver.</li> </ul>   |   |   |   |
| <b>ONSITE SUPERVISION ACTIVITY LEADER</b>   |   | <ul style="list-style-type: none"> <li>Must be competent in activity.</li> <li>At least 18-years-old for hiking, camping, rock climbing, horseback riding, bicycling, swimming, or boating.</li> </ul>                  |   | ◆   |   |
| <b>COUNSELORS</b>   |   | <ul style="list-style-type: none"> <li>At least one counselor must accompany the activity leader when the activity occurs at a location where additional staff assistance is not readily available.</li> </ul>          | Camp operator must verify prospective counselor's background and character through inquiries, including character references. | ◆   |   |
| <ul style="list-style-type: none"> <li>Supervise campers.</li> </ul>  | <ul style="list-style-type: none"> <li>1:10</li> <li>1:8</li> <li>1:12</li> </ul> | <ul style="list-style-type: none"> <li>At overnight camps, for campers 8-years and older.</li> <li>At overnight camps, for campers younger than 8-years-old.</li> <li>At day camps, for all campers.</li> </ul>         |   | <ul style="list-style-type: none"> <li>At least 18-years of age (20% may be 17).</li> <li>Have experience in camping and supervising children OR acceptable training</li> </ul> | <ul style="list-style-type: none"> <li>At least 16-years-old.</li> <li>Have experience in camping and supervising children OR acceptable training.</li> </ul> |
| <b>STAFF</b>  |   | <ul style="list-style-type: none"> <li>Additional STAFF required for specialized activities such as wilderness, equestrian, boating etc.</li> </ul>   |   |   |   |
| <ul style="list-style-type: none"> <li>Rest or Sleep Hours</li> <li>See Section 7-2.5(c)(1)</li> </ul>  | <ul style="list-style-type: none"> <li>1:8</li> <li>1:6</li> </ul>                | <ul style="list-style-type: none"> <li>For campers 6-years and older.</li> <li>For campers less than 6-years-old.</li> </ul>  |   |   |   |
| <b>COUNSELORS-IN-TRAINING (CTIs)</b>  |   | <ul style="list-style-type: none"> <li>A maximum of 10% of the staff positions required to meet supervision ratios may be filled with CTIs.</li> </ul>  |   |   |   |
| <ul style="list-style-type: none"> <li>When a children's camp elects to use CTIs to assist counselors with supervision of campers.</li> </ul> |   | <ul style="list-style-type: none"> <li>Are supervised as campers.</li> <li>Have at least 2 seasons of prior camping experience.</li> <li>Must work with counselors; may not independently supervise campers.</li> </ul> |   |   | <ul style="list-style-type: none"> <li>At least 15-years-old.</li> </ul>  |

<sup>1</sup> = Obtain current NYS DOH FACT SHEETS from your local health department for acceptable First Aid, CPR and Aquatic Certifications.

FA = FIRST AID

CPR = CARDIOPULMONARY RESUSCITATION

LG = LIFE GUARD

PSI = PROGRESSIVE SWIMMING INSTRUCTOR

Health director or designee as identified in medical component of safety plan.

◆ = Required.

▲ = Activity Leader or designee must possess CPR and First Aid when other camp staff who are certified in first aid and CPR are not readily available.

▲ = Trip Leader or designee must possess CPR and First Aid when a trip activity is higher risk, such as hiking, camping, rock climbing, horseback riding, bicycling, swimming or boating and/or when emergency medical response is not readily available. Two staff must possess CPR when swimming at wilderness sites.

■ = Trip leader or designee must possess Lifeguard Certification when trip includes swimming.

| Required Submissions  | Instructions   |
|---|--|
| Application for a Permit to Operate Form (DOH-3915)   | Instructions (DOH-3915i) are available to assist in completion.  |
| Corporation Officers and Partners Form (DOH-2135)   | Complete only if children's camp is operated or owned by private corporation(s) or partnership(s).   |
| Children's Camp Fee Determination Schedule Form   | Self explanatory.  |
| Plan Review Fee Determination Schedule Form (DOH-2249)  | Complete only for new building or bathing facility construction or major renovations.  |
| Children's Camp Facility and Staff Description Form (DOH-367)   | Self explanatory. Important Information.   |
| Children's Camp Additional Staff Qualifications Form (DOH-367a)   | Complete only when directed to by the local health department.   |
| Written Safety Plan   | A comprehensive written safety plan must be developed by the children's camp operator to reflect how the camp will operate in compliance with Subpart 7-2, State Sanitary Code (SSC) for Children's Camps. A guideline is available. The safety plan is to be used for staff and camper training, general operation of the camp, emergency procedures, etc. The safety plan should reflect the camp's policies and procedure for a safe operation. |
| Written Plan Checklist Form (DOH-2040)  | Use this form to assure completeness of the written safety plan.   |
| State Central Register Database Check Form (LDSS-3370) and Prospective Children's Camp Director Certified Statement Form (DOH-2271) | Camp director completes in accordance with supplied instructions. Return to local health department.   |

Additional information is available from your local health department and/or the NYS Department of Health website ([www.health.state.ny.us](http://www.health.state.ny.us)) including:

- Subpart 7-2, State Sanitary Code(SSC) for Children's Camps
- Brochure: "Children's Camps in New York State"
- Posters:
  - "Attention Pool Staff" (chemical handling)
  - "Required Reporting" (incident reporting)
- Subpart 14-1, SSC for Food Service Establishments.
- Subpart 6-1, SSC for Swimming Pools.
- Subpart 6-2, SSC for Bathing Beaches
- Subpart 6-3, Recreational Aquatic Spray Grounds
- Bat Rabies Information
- Fact Sheets:
  - First Aid, CPR and Aquatic Certifications
  - NYS Child Safety Act
  - Bunk Bed Guardrail Requirements
  - Water Supply Start-Up Procedures

State of New York  
Eliot Spitzer, Governor  
Department of Health  
Richard F. Daines, M.D., Commissioner

# How To Obtain a Permit to Operate a Children's Camp in New York State

This brochure outlines the steps to follow to receive a permit to operate a children's camp in New York State. Listed are minimal staff requirements, required forms and the written safety plan that must be completed. Additional information is provided in Subpart 7-2 of the State Sanitary Code (SSC) and Department of Health fact sheets. Local health department staff serving the county where your proposed children's camp is to be located are available to discuss and review these requirements with you.

An application for a permit to operate a children's camp and other required documents must be submitted to the permit-issuing official at your local health department at least 60 days before children and staff are to arrive. The local health department will review your submissions and, if complete, arrange a preseason inspection of the children's camp. If submissions are incomplete, items requiring additional information will be identified for correction and resubmission, which could delay proposed opening dates. The earlier the submission, the more timely the review.

The center of this brochure provides a consolidated reference to key staff positions at overnight and day camps. Requirements for camps hosting 20 percent or more campers with developmental disabilities are provided in Section 7-2.25 of the SSC. Staff requirements for archery, riflery and equestrian activities are provided in Section 7-2.11 of the SSC. Children's camp operators must ascertain whether prospective employees are listed on the NYS Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to hiring them.

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|---|---|---|---|--|---|-----|-----------|
|   |   |   |   |  | FA                                      | CPR | LG<br>PSI |
| <b>ADMINISTRATIVE</b><br>CAMP DIRECTOR<br>• Supervises children's camp.   | • 1 Required  | • Bachelor's Degree<br><br>• At least 24 weeks of administrative or supervising experience in camping.<br>• Submit forms LD55-3370 and DOH-2271 for clearance.  | • Or at least 25-years-old.<br>• Required                         | • Or at least 21-years-old.<br>• Required  |   |     |           |
|   |   |   |   |  |   |     |           |
| <b>HEALTH PERSONNEL</b><br>CAMP HEALTH DIRECTOR<br>• Supervises health and sanitation at children's camp.<br>• Maintains camper's confidential medical history.<br>• Oversees initial health screening of campers and daily health surveillance of camp occupants.<br>• Handles health emergencies and injuries, including emergency preparedness and provisions for professional health care.<br>• Maintains camp's daily medical log.<br>• Reports required incidents to local health department within 24 hours. | • 1 Required  | • Physician†, nurse practitioner‡, physician assistant‡, registered nurse‡, licensed practical nurse‡, emergency medical technician or other person acceptable to the permit-issuing official.<br><br>(‡ To practice profession in New York State (NYS), must be NYS licensed.)   | • Must be on-site.  | • Designee identified in medical component of safety plan may be on-site for the Camp Health Director. | ✓                                       |     |           |
|   |   |   |   |  |   |     |           |
| Additional STAFF required to possess<br><b>FIRST AID</b>  | • 1:200   |   | • 1:200 ratio in addition to health director or on-site designee. | • 1:200 ratio includes the health director (when on-site) or on-site designee.                         | *                                       |     |           |
| STAFF required to possess CPR in addition to Camp Health Director or designee   | • 1:200   |   |   |  | *                                       |     |           |
| Identified in medical component of plan as assistant(s) to health director.   |   |   |   |  | *                                       |     |           |
| <b>AQUATICS PERSONNEL</b><br>CAMP AQUATICS DIRECTOR<br>• Establishes and oversees all activities in and on the water.<br>• Supervises all staff and campers participating in swimming activities.<br>• Responds to bathing facility emergencies.<br>• When certified as Lifeguard, may serve as LIFEGUARD at waterfront.<br>• When qualified to be a Progressive Swimming Instructor, may assess swimming ability.  | • 1 Required for on-site bathing facilities.  | • Note: On-site aquatic staff possessing appropriate CPR certification may be counted in this ratio.<br><br>• At least 21-years-old.<br>• At least 3 seasons of waterfront experience as lifeguard or aquatics director.  |   |  | *                                       | *   | *         |
| <b>PROGRESSIVE SWIMMING INSTRUCTOR (PSI)</b><br>• Assesses swimming ability of campers.<br>• May teach swimming.<br>• May be Camp Aquatics Director if age, experience and CPR certification requirements are met.  | • 1 Required for swimming ability assessment for on-site and off-site bathing facilities.   |   |   |  |   |     | *         |
| <b>LIFEGUARD</b><br>• Actively guards bathers during swimming activities.<br>• Responds to bathing facility emergencies.<br>• Implements/oversees buddy system and board system or other approved bather accountability system.   | • 1:25 Required at on-site facilities and during camp trip swimming when off-site facility does not provide qualified lifeguards.<br><br>• 1:75 required during camp trip swimming when facility provides qualified Lifeguards. | • Must be at least 17-years-old for on-site and camp trip swimming (20% of required total number of lifeguards on duty may be 16).<br>• Wilderness swimming lifeguards must be at least 18-years-old.<br>• Each guard shall not supervise more than 3400 square feet of pool area and no more than 50 yards of beach front. |   |  | *                                       | *   |           |
| <b>COUNSELORS DURING SWIMMING</b><br>• Supervise assigned campers and be located at poolside, beachfront, or in the water providing visual surveillance.<br>• Assist with buddy system.   | On-Site   |   | See COUNSELORS for additional requirements.                       |  |   |     |           |
|   | Off-Site  |   |   |  |   |     |           |
|   | • 1:10  | • For campers 8- years-old or older.  |   |  |   |     |           |
|   | • 1:8<br><br>• 1:6  | • For campers 6- and 7-years-old.<br><br>• For campers less than 6-years-old.   |   |  |   |     |           |
| <b>CAMP TRIPS</b><br>TRIP LEADER<br>• Supervises campers, staff.<br>• Must be competent in trip activity for wilderness, equestrian, aquatic and other activities requiring special skills.   | • 1 Required to accompany each trip.  | • At least 18-years-old.<br>• Have participated in at least 3 similar out-of-camp trips as camp staff or have experience/training acceptable to the Local Health Department.  |   |  | ▲                                       | ■   |           |
|   | Additional trip STAFF required for specialized activities such as swimming, wilderness, equestrian and boating.   |   | See COUNSELORS for additional requirements.                       |  |   |     |           |
|   | • 1:8<br><br>• 1:6  | • For campers 6-years and older.<br><br>• For campers less than 6-years-old.  |   |  |   |     |           |
| <b>COUNSELORS DURING CAMP TRIPS</b><br>At least one counselor must accompany the trip leader on each trip.<br>• Assist Trip Leader.<br>• Supervise campers.   |   |   | See COUNSELORS for additional requirements.                       |  |   |     |           |
|   |   |   |   |  |   |     |           |

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