



City of Westfield, Massachusetts

Health Department
59 Court St, Westfield, MA 01085
Phone: (413) 572-6210 Fax: (413) 572-6279



Public Health
Prevent. Promote. Protect.

Recreational Camp License Application

Westfield Health Department

Camp Name and Location Information

Camp Name:		
Location where camp operates:		
City:	State:	ZIP Code:
Phone:	Fax:	
Email:		
Website/Social Media address:		

Camp Owner/Organization Information

Owner/Organization Name:		
Primary Mailing address:		
City:	State:	ZIP Code:
Phone(year-round):	Fax:	
Email:		

Camp Director/Operator Information (if different than owner)

Director/Operator Name:		
Primary Mailing address:		
City:	State:	ZIP Code:
Phone(year-round):	Fax:	
Email:		

Camp Operating Information

If the camp previously operated in Massachusetts provide: year(s) the camp operated and the name(s) the camp operated under:
 From: _____ To: _____ Name(s): _____
 N/A

Has the camp's license ever been suspended or revoked:(check): <input type="checkbox"/> Suspended <input type="checkbox"/> Revoked <input type="checkbox"/> Neither	Day or Residential Camp: <input type="checkbox"/> Day <input type="checkbox"/> Residential
Seasonal or Year-Round Camp: <input type="checkbox"/> Seasonal <input type="checkbox"/> Year-Round	Seasonal camp only: Opening Date for camp: _____ Closing Date for camp: _____ Hours of Operation: _____
Swimming Pool(s): <input type="checkbox"/> Yes <input type="checkbox"/> Off-site <input type="checkbox"/> No	Pool Permit Number: _____ Off-Site Pools (if applicable): _____ Total Number of Pool(s): _____
Bathing Beach(s): <input type="checkbox"/> Yes <input type="checkbox"/> Off-site <input type="checkbox"/> No	Names of lake or river located at camp (if applicable): _____ Off-Site beaches (if applicable) : _____
Meals Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	Food Permit Number: _____
Camp Capacity (per Session): Campers: _____ Staff: _____ Total Number for the Year: _____	

Recreational Camp License Application

Health Care Consultant Information	
Name: _____	
MA License Number: _____	Phone (to reach during camp operations): _____
Type of Medical License:	
<input type="checkbox"/> Physician <input type="checkbox"/> Physician Assistant (NOTE: Attach documentation of pediatric training if a PA) <input type="checkbox"/> Other: _____ <input type="checkbox"/> Nurse Practitioner	
Health Care Supervisor Information	
Name: _____	
MA License Number: _____	Age: _____
Type of Medical License, Registration or Training 105 CMR 430.159(C):	
<input type="checkbox"/> Physician <input type="checkbox"/> Physician Assistant <input type="checkbox"/> Other: _____ Please attach documentation of current First Aid / CPR Training <input type="checkbox"/> Nurse Practitioner	
Aquatics Director Information <input type="checkbox"/> N/A	
Name: _____	
Age: _____	
Lifeguard Certificate issued by: _____	American Red Cross CPR Certificate: _____
Expiration date: _____	Expiration date: _____
American First Aid Certificate: _____	Previous aquatics supervisory experience: _____
Expiration date: _____	_____
Firearms Instructor Information <input type="checkbox"/> N/A	
Name: _____	
National Rifle Association Instructor's card (or equivalent): _____	
Date Certified: _____	Expiration date: _____
Horseback Riding Instructor Information <input type="checkbox"/> N/A	
Name: _____	
License Number: _____	Expiration date: _____
Stable Location: _____	
Licensed in accordance with MGL c.111 §155, 158:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
Drinking Water and Plumbing Information	
Is the camp a Public Water System (PWS) or connected to a town water supply?	
<input type="checkbox"/> PWS <input type="checkbox"/> Town water supply <input type="checkbox"/> Other: _____	
Is the camp connected to a municipal sewer or other community, off-site sewage disposal system or is it served by on-site sewage disposal system(s)?	
<input type="checkbox"/> Municipal/Off-Site <input type="checkbox"/> On-Site (if on-site, Date of most recent septic tank pumping and inspection: _____) <input type="checkbox"/> Other: _____	
Renewal or Previously Submitted Information	
If ALL of the above information was previously submitted and has not changed, please note:	
<input type="checkbox"/> INFORMATION ON FILE from previous years	

Recreational Camp License Application

Certification and Signature

I authorize the verification of the information provided in and with the application is true, complete, and not misleading to the knowledge and belief of the signer. I understand that any license granted based on false, incomplete, or misleading information shall be subject to suspension or revocation.

Signature of applicant:	Title:
Name (Please Print):	Date:

Comments or Additional Information

Recreational Camp License Application

Required Documentation:

Please consult 105 CMR 430.000, MA Regulations for Minimum Standards for Recreational Camps for Children, State Sanitary Code, Chapter IV and all guidance documents, prior to filling out the application. Additionally, contact the Department of Public Health, Bureau of Environmental Health, Community Sanitation Program for any questions regarding the following documents:

- Staff information forms (e.g. - applications, contact information, health records, certifications, etc.)
- Procedures for the background review of staff and volunteers [105 CMR 430.090]
- A copy of promotional literature [105 CMR 430.190(C)]
- Procedures for reporting suspected child abuse or neglect [105 CMR 430.093]
- A camp health care policy [105 CMR 430.159(B)]
- A discipline policy [105 CMR 430.191]
- A fire evacuation plan – approved by the local fire department [105 CMR 430.210(A)]
- A written statement of compliance from the local fire department [105 CMR 430.215]
- A Disaster/Emergency plan [105 CMR 430.210(B)]
- A lost camper plan [105 CMR 430.210(C)]
- A lost swimmer plan (when applicable) [105 CMR 430.210(C)]
- A traffic control plan [105 CMR 430.210(D)]
- For Day Camps – contingency plans [105 CMR 430.211]
- For Field Trips – A written itinerary, including sources of emergency care, access to health records/medication/first aid kits and contingency plans to be provided to the parents/guardians prior to departure [105 CMR 430.212]
- A current certificate of inspection from the local building inspector [105 CMR 430.451]
- If applying for an initial license after January 1, 2000 – the lab analysis of a private well water supply source (if applicable) [105 CMR 430.300,.303]

Please note:

When seeking a recreational camp license for each community where the camp is located, an applicant shall file an application with the Board of Health at least 90 days prior to the desired opening date, using a form provided by the Department or available from the Board of Health documenting all required information, including, but not limited to, a plan showing the buildings, structures, fixtures and facilities, as needed. [105 CMR 430.631]