

## Children's Camp Staff Requirements

| Title Responsibilities                     | Required Minimum Ratio of Staff to Campers   | Qualifications/Requirements in Addition to Listed Certifications  | Overnight Camp   | Day Camp  | Required Certifications <sup>1</sup> |     |    |      |     |
|--|--|---|--|---|--------------------------------------|-----|----|------|-----|
|  |  |   |  |   | FA                                   | CPR | LG | LGSM | 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>                               |  | <ul style="list-style-type: none"> <li>May also be driver.</li> </ul>   | See COUNSELORS for additional requirements.  |   |                                      |     |    |      |     |
| <b>ONSITE SUPERVISION ACTIVITY LEADER</b>  | <ul style="list-style-type: none"> <li>1:12</li> <li>1 Required for each on-site activity.</li> </ul>  | <ul style="list-style-type: none"> <li>Must be competent in activity.</li> <li>At least 18-years-old for hiking, camping, rock climbing, equestrian, bicycling, swimming, or boating activities.</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> | <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>Note:</b><br>Specialized Activities     | <ul style="list-style-type: none"> <li>See Section 7-2.11 of the SSC.</li> </ul>   | <ul style="list-style-type: none"> <li>Additional STAFF required for specialized activities such as wilderness, equestrian, boating etc.</li> </ul>   |  |   |                                      |     |    |      |     |
| <b>Rest or Sleep Hours</b>                 | <ul style="list-style-type: none"> <li>See Section 7-2.5(c)(1)</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>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>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>At least 16-years-old.</li> </ul>   | <ul style="list-style-type: none"> <li>At least 15-years-old.</li> </ul>  |                                      |     |    |      |     |

<sup>1</sup> = Obtain current NYSDOH fact sheets from your local health department for acceptable First Aid, CPR and Aquatic Certifications.

- FA = FIRST AID
- CPR = CARDIOPULMONARY RESUSCITATION
- LG = LIFE GUARD
- LGSM = LIFE GUARD SUPERVISION AND MANAGEMENT
- 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 or acceptable training in children's camp swimming program safety when trip includes swimming. Contact your local health department for more information.

### Required Submissions

### Instructions

|   |  |
|---|--|
| Application for a Permit to Operate Form (DOH-3915)   | Instructions are included on form  |
| Corporation Officers and Partners Form (DOH-2135)   | Complete only if children's camp is operated or owned by private corporations(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 template 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 procedures for a safe operation. |
| Written Plan Checklist Form (DOH-2040) or Health Department Safety Plan Template  | 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.ny.gov](http://www.health.ny.gov)) including:

- Subpart 7-2, State Sanitary Code(SSC) for Children's Camps
- 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
- Brochure: "Children's Camps in New York State"
- Posters
  - "Attention Pool Staff" (chemical handling)
  - "Required Reporting" (incident reporting)
- Bat Rabies Information
- Fact Sheets:
  - First Aid, CPR and Aquatic Certifications
  - Lifeguard Supervision and Management Certifications
  - Camp Trip Swimming Program Safety Certifications
  - NYS Child Safety Act
  - Bunk Bed Guardrail Requirements
  - Water Supply Start-Up Procedures



# Requirements for Children's Camps 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 minimum 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 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. Additional staffing and other requirements for camps hosting 20 percent or more campers with developmental disabilities are specified in Section 7-2.25 of the SSC. Staff requirements for swimming, archery, riflery and equestrian activities are specified in Section 7-2.11 of the SSC. Children's camp operators must annually ascertain whether prospective employees and volunteers are listed on the NYS Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to their arrival at camp.

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|--|---|--|---|--|--------------------------------------|-----|----|---|--------------------------------------|
|  |   |  |   |  | FA                                   | CPR | LG | PSI   |                                      |
| <b>ADMINISTRATIVE</b><br>CAMP DIRECTOR<br>• Supervises children's camp.  | • 1 Required  | • Bachelor's Degree  | • Or at least 25-years-old.<br>• Required                         | • Or at least 21-years-old.<br>• Required  |                                      |     |    |   |                                      |
|  |   | • At least 24 weeks of administrative or supervising experience in camping.<br>• Submit forms LDSS-3370 and DOH-2271 for clearance.  | • Required  | • Designee identified in medical component of safety plan may be on-site for the Camp Health Director. | ✓                                    |     |    |   |                                      |
| <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. | ✓                                    |     |    |   |                                      |
|  |   | • 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.                         | *                                    |     |    |   |                                      |
| Additional STAFF required to possess FIRST AID<br>• Identified in medical component of plan as assistant(s) to health director.  | • 1:200   | • Note: On-site aquatic staff possessing appropriate CPR certification may be counted in this ratio.   |   |  | *                                    |     |    |   |                                      |
|  |   | • 1 Required for on-site bathing facilities.   |   |  | *                                    |     | *  |   |                                      |
| <b>AQUATICS PERSONNEL</b><br>CAMP AQUATICS DIRECTOR<br>• Establishes and oversees all swimming activities at the camp's pool or beach.<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.<br>• Implements/oversees buddy system and board system or other approved bather accountability system. | • 1 Required for on-site bathing facilities.  | • At least 21-years-old.<br>• Have a minimum of:<br>❖ 1 season experience as a camp aquatics director at a NYS camp; or<br>❖ 2 seasons experience consisting of at least 12 weeks as a children's camp lifeguard at a pool or beach which had more than one lifeguard supervising it at a time; or<br>❖ 18 weeks of previous experience as a lifeguard at a pool or beach, which had more than one lifeguard supervising it at a time. |   |  | *                                    |     | *  |   |                                      |
|  |   | • 1 Required for swimming ability assessment for on-site and off-site bathing facilities.  |   |  |                                      |     | *  |   |                                      |
| <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.   | • 1:25 Required at on-site facilities and during camp trip swimming when off-site facility does not provide qualified lifeguards. | • Must be at least 17-years-old for on-site and camp trip swimming (50% 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.  |   |  | *                                    |     | *  |   |                                      |
|  |   | • 1:75 Required for camp trip swimming when facility provides qualified lifeguards<br>(Not required for aquatic amusement park activities that allow only one or two patrons in the water at a time and the activity water depth does not exceed chest deep for non-swimmers.)   |   |  |                                      |     |    |   |                                      |
| <b>COUNSELORS DURING SWIMMING</b><br>• Supervise campers and be located at poolside, beach front, or in the water providing visual surveillance.<br>• Assist with buddy system.  | On-Site   | LIFEGUARD OR STAFF POSSESSING ACCEPTABLE TRAINING IN CAMP TRIP SWIMMING PROGRAM SAFETY<br>• Oversees off-site swimming activity.<br>• Implements/oversees buddy system and board system or other approved bather accountability system.  | See COUNSELORS for additional requirements.                       | See COUNSELORS for additional requirements.  |                                      |     |    | Must meet requirements of Part 6 of the State Sanitary Code |                                      |
|  | Off-Site  |  |   |  |                                      |     |    |   |                                      |
|  | • 1:10  |  |   |  |                                      |     |    |   | • For campers 8- years-old or older. |
|  | • 1:8   |  |   |  |                                      |     |    |   | • For campers 6- and 7-years-old.    |
| <b>CAMP TRIPS</b><br>TRIP LEADER<br>• Supervises campers and staff.<br>• Must be competent in trip activity for wilderness, equestrian, aquatic and other activities requiring special skills.   | • 1:6   | • For campers less than 6-years-old.   |   |  |                                      |     |    |   |                                      |
|  | • 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.   |   |  | ▲                                    |     | ▲  |   |                                      |
| <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.  | Additional trip STAFF required for specialized activities such as swimming, wilderness, equestrian and boating.                   | See COUNSELORS for additional requirements.  | See COUNSELORS for additional requirements.                       | See COUNSELORS for additional requirements.  |                                      |     |    |   |                                      |
|  | • 1:8<br>• For campers 6-years and older.   |  |   |  |                                      |     |    |   |                                      |
|  | • 1:6<br>• For campers less than 6-years-old.   |  |   |  |                                      |     |    |   |                                      |

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