

SUMMER CAMP SUMMIT & NHRPA AWARDS

THURSDAY, APRIL 11, 2024



Municipal Exemption -NH RSA 170-E:3, F

- ▶ Summer Camp licensing done by the Dept of Health & Human Services (DHHS)
- ▶ The exemption from licensing for municipal recreation programs was first adopted in 1994, 1994 NH Laws Chapter 375. The exemption was modified in 2004 to include after-school and summer recreation programs.
 - ▶ Exemption defines " Recreational program " as any municipal recreation programs, including after-school and summer recreation programs for children 6 years of age or older. Exemption also applies to programs offered by a school or religious group, the Boys and Girls Clubs of America, Girls, Incorporated, the YMCA, or the YWCA.
- ▶ DHHS sent out proposed draft rules for summer 2025 with a number of changes including a proposal to eliminate the exemption for all above groups.
 - ▶ Worked with NH Municipal Association Government relations group and got DHHS to cancel their plans to eliminate the exemption.
 - ▶ One of the new rules proposed however is: Town's that use the word "camp" in their titles or publicity will need to rename their program. If you call yourself a camp you will be required to be licensed as a camp.

Why are we here?

- ▶ If municipalities are exempt from licensing than why does it matter?
 - ▶ Town of Hooksett example
- ▶ If something happens in your Camp; it's the Camp standards that you will be compared to particularly if you get into any sort of legal / court issue.
 - ▶ Most camp rules are things you should be doing for a quality program anyway.

Existing Camp Rules

Can opt into becoming licensed if you choose to do so but then have to follow all of the rules & regulations in the licensing document

- ▶ Annual License Valid January to December
 - ▶ Simple Application
 - ▶ Criminal Background & DCYF Check on Agency Director
 - ▶ Summer Inspection
- ▶ Since license is valid for entire year; if you run an After School Program, this program can operate under your Camp License.
 - ▶ Rules much easier to manage than Child Care Licensing rules.

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

- ▶ Unannounced Site Visit during the Summer & what they are looking at:
 - ▶ Clean & Safe facilities
 - ▶ How are you handling injuries (who handling, documentation, etc.)
 - ▶ If serving food - clean & properly stored food meeting serv safe guidelines.
 - ▶ If you have a food license from Town Health Inspector typically exempts all other kitchen related requirements
 - ▶ Aquatics - Clean & Safe Environment
 - ▶ Rescue Equipment Available
 - ▶ Certified Lifeguards (1:25 Ratio)
 - ▶ Lifeguards trained in emergency scenarios

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

▶ Camp Director Requirements:

- ▶ 21 Years of Age
- ▶ 2 Summers of experience in administrative or supervisory role in Summer Camps, Youth Education, youth development or related field
- ▶ No criminal convictions for causing or threatening to harm an individual or a child or for unlawfully taking property from another person.
- ▶ Criminal Background Check; DCYF Check and National Sex Offender Registry Check

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

▶ Staff Requirements:

- ▶ 80% of all Camp staff aged 16 or older
- ▶ 2 years older than the kids they are working with
- ▶ All Counselors, Junior Counselors & CIT's participate in an orientation program

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

▶ Background Checks:

- ▶ Conduct a criminal background check in each state where the Staff member has lived (for those 18 & older)
- ▶ For staff under 18; parent must complete a compliance form that says their child has no juvenile convictions for causing or threatening to harm an individual or a child or for unlawfully taking property from another person.
- ▶ For all staff members who has lived in NH in the past 7 Years;
 - ▶ Complete and submit a notarized DYCF Central Registry Check for abuse & neglect
- ▶ Criminal Background Check; and National Sex Offender Registry Check

- ▶ Collect a minimum of 2 references for either work references or if no prior work experience from a non relative that they are of good character and no concerns working with kids

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

- ▶ Policy addressing Transgender & Gender Non-Conforming campers & staff
 - ▶ Can be as general or specific as you want but have to inform parents of the policy.

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

- ▶ Natural Waters & Beaches
 - ▶ Water Quality Testing
 - ▶ E.Coli Total Coliform Count (Any number under 88 = Safe for Swimming)
 - ▶ Shore free of liter
 - ▶ Domestic animals prohibited from beach & swimming area (June 15th - Aug 31st)

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

▶ Natural Waters & Beaches

▶ Diving Boards

- ▶ Firmly affixed to a dock or float
- ▶ Top surface that is slip resistant
- ▶ Docks, floats and platforms in good repair and free of splinters, cracks, sharp edges or protruding hardware

▶ Safety Systems in place

- ▶ First Aid Kits
- ▶ Water activities supervised by certified lifeguards (Red cross or other nationally recognized providers) with unobstructed views of the swimming area.
- ▶ 1 Lifeguard for every 25 campers in the water and 1 staff member for every 10 kids in the water
- ▶ Safety accounting system in place to know who is in the water (buddy checks every 15 minutes)

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

▶ Swimming Pools


- ▶ Meets criteria of Env-Wq 11 for public swimming pools
- ▶ Safety Systems in place
 - ▶ First Aid Kits
 - ▶ Water activities supervised by certified lifeguards (Red cross or other nationally recognized providers) with unobstructed views of the swimming area.
 - ▶ 1 Lifeguard for every 25 campers in the water and 1 staff member for every 10 kids in the water
 - ▶ Safety accounting system in place to know who is in the water (buddy checks every 15 minutes)

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

- ▶ Bathrooms
 - ▶ 1 bathroom for every 30 campers
 - ▶ Maintained and sanitary
 - ▶ A sink for handwashing
 - ▶ If using porta potties - maintained and pumped by a septage hauler licensed by the State.

- ▶ Annual Notice to Police, Fire & Rescue
 - ▶ Dates of operation
 - ▶ Est. number of Campers & Staff

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

- ▶ Health Care Staffing 
 - ▶ Only requires a staff member certified in CPR/First Aid whenever campers are present.
 - ▶ If camp is more than 20 minutes by car away from EMS then you would need someone with one of the following certifications:
 - ▶ Wilderness First Aid
 - ▶ 1st Responder
 - ▶ EMT
 - ▶ Licensed Health Care Staff (RN, LPN) or Physician

- ▶ Medical Supplies
 - ▶ First Aid kit with items likely to arise

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

- ▶ Required Health Information for Campers
 - ▶ A record of immunizations
 - ▶ A record of a physical within the past 24 months
 - ▶ List of known allergies
 - ▶ List of dietary restrictions or food allergies
 - ▶ List of any medication being taken
- ▶ Required Health Information for Staff
 - ▶ Develop a policy about what health information you require

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

▶ Medication Administration

- ▶ Written parental permission to administer medication to a camper
- ▶ Medication must come in original pharmacy bottle with campers name, medication name, dose, frequency and method of administration.
- ▶ Medication stored in area inaccessible to campers and labeled with child's name in original pharmacy container. (locked cabinet or locked fridge if has to be kept in a fridge).
- ▶ Staff member responsible take a nationally recognized medication administration & safety course every 3 years.
 - ▶ Free Online courses available
- ▶ Maintain a documentation log of training and each date, time and dose it is administered to a camper.

Camp Licensing Rules - Dept of Health & Human Services - He 4003.01

- ▶ Vehicles
 - ▶ Vehicles used to transport campers shall meet applicable safety and operator requirements established by NH Dept of Safety.
- ▶ Off Site Trips - Need to have:
 - ▶ A First Aid Kit
 - ▶ At least one staff member certified in CPR/First Aid
 - ▶ A Lifeguard if boating or swimming in location that doesn't have one on site (State Parks)

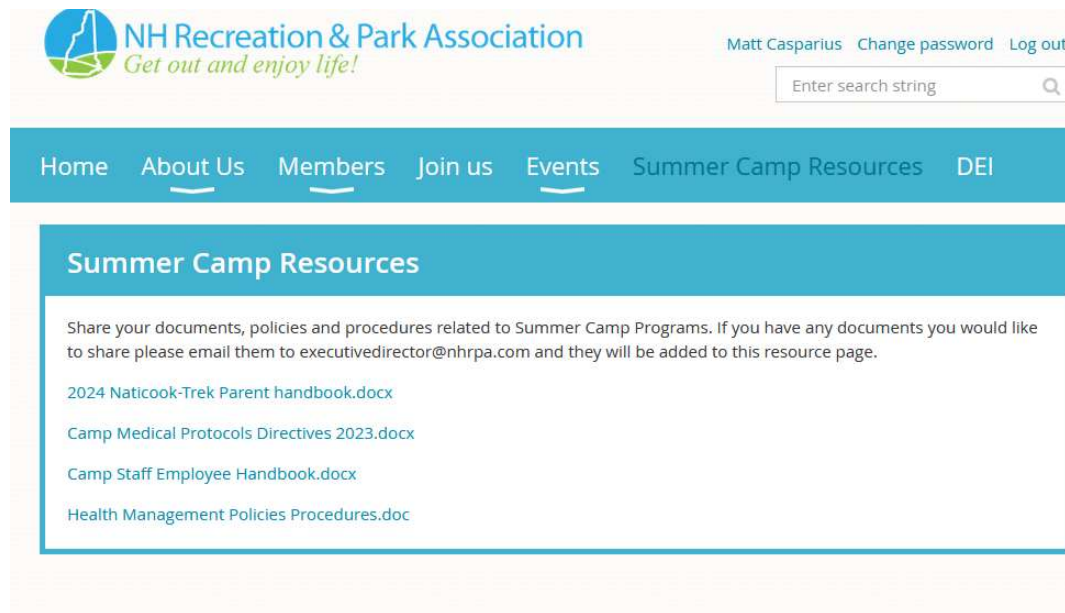
Benefits of Camp Licensing

- ▶ Why opt in to getting licensed?
 - ▶ Ensures that you are up to date on safety standards
 - ▶ Money & Resources
 - ▶ COVID -19
 - ▶ Free Supplies
 - ▶ Rekindling Curiosity Scholarship Assistance
 - ▶ \$775 per child with an IEP or 504 plan
 - ▶ \$625 per child at or below 250% of federal poverty level
 - ▶ \$475 per child at or below 400% of federal poverty level
 - ▶ Easy process for parents - they submit invoice and state electronically transfers funds to you
 - ▶ Merrimack - Summer 2023 - \$19,249

Summer Camp Resources

► NHRPA Website - Link

- Current samples of handbooks, procedure manuals, etc.
- Email your documents to Kerry to share and be added.



The screenshot shows the NHRPA website header with the logo and tagline "NH Recreation & Park Association Get out and enjoy life!". The user "Matt Casparius" is logged in, with links for "Change password" and "Log out". A search bar is present with the placeholder text "Enter search string". The navigation menu includes "Home", "About Us", "Members", "Join us", "Events", "Summer Camp Resources", and "DEI". The "Summer Camp Resources" section contains the following text and links:

Share your documents, policies and procedures related to Summer Camp Programs. If you have any documents you would like to share please email them to executivedirector@nhropa.com and they will be added to this resource page.

- [2024 Naticook-Trek Parent handbook.docx](#)
- [Camp Medical Protocols Directives 2023.docx](#)
- [Camp Staff Employee Handbook.docx](#)
- [Health Management Policies Procedures.doc](#)

► Questions?