



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Thomas Farley, MD, MPH
Commissioner

February 7, 2012

Dear Prospective Camp Operator:

Each year the Health Department strives to assure that camps wishing to provide children with a safe and enjoyable summer's worth of recreational activities are properly permitted and ready to do so at the start of the season. Toward that end, I am writing to review with you permit application procedures and new requirements for the 2012 summer camp season. Among the more significant changes is the New York State Sanitary Code's amended definition of a "Summer Day Camp." Please review this letter carefully, complete and submit the enclosed application as soon as you can, so that we may assure you have a permit when you are ready to operate.

As of April 2011, the definition of summer day camp was changed to mean:

"...a property consisting of a tract of land and any tents, vehicles, buildings, or other structures that may be pertinent to its use, any part of which may be occupied on a scheduled basis at any time between June 1st and September 15th in any year by children under the age of 16 years of age, under general supervision, for the purpose of **indoor or outdoor organized group activities, involving two or more activities of which at least one is a nonpassive recreational activity with significant risk of injury**, as defined in subdivision (1) of this section, for a period of less than 24 hours on any day the property is so occupied, and/or which no provisions are made for overnight occupancy by such children." 10 NYCRR §7-2.2 (a)

Nonpassive recreational activities with significant risk of injury are defined as follows:

"Nonpassive recreational activities with significant risk of injury are those that pose a significant risk of traumatic brain injury, injury to neck or spine, bone fractures or dislocations, lacerations requiring treatment to close, second or third degree burns to five percent or more of the body, loss of vision, or death. These may include diving, boating, horseback riding, rock climbing, shooting sports and other activities determined by the State Department based such characteristics as height, speed, water depth, physical contact with another participant or object, and/or use of equipment associated with the activity." 10 NYCRR §7-2.3 (1)

The operator of any Summer Day Camp program who believes that his or her program no longer meets the definition of a "Summer Day Camp" or that the program falls under one of the categories that does not require a permit, and is listed in 10 NYCRR §7-2.3 (listed in the application booklet) must notify the Summer Camp Program in writing. The notice should state why you believe your program is either not a day camp, or why no permit is required, and must include a complete overview of program services to be provided to campers for 2012, a list of all indoor and outdoor activities, the projected number of children who will be enrolled for the

summer, a list of projected camp trips and any swimming activities on or offsite, and any other pertinent information that will assist us in making a determination as to the need for a permit. The letter should be sent to:

New York City Department of Health and Mental Hygiene
Bureau of Food Safety and Community Sanitation
Attn: Summer Camp Program
253 Broadway, Room 601, NY, NY 10007

The Department will review the information and notify the camp operator as to whether the camp is or is not required obtain a permit.

Additionally, the New York State Department of Health (NYSDOH) has made changes to Cardio-Pulmonary Resuscitation (CPR), First Aid certifications and Camp Aquatic Director requirements effective for the 2012 camp season.

- First Aid and CPR course curriculum standards have been added and references to the American Red Cross have been removed from the NYS regulations pertaining to Children's Camps. There are no changes to the requirements for CPR and First Aid staffing.
- Camp Aquatic Directors must complete training certification in "Lifeguard Supervision and Management Course in order to qualify as an Aquatic Director.

Each year, the Summer Camp Program receives approximately one thousand camp applications that are carefully reviewed. You must submit your complete application within the time frames stated in the application booklet if you want to operate with a permit on the first day of camp. Health Code §48.07 requires that you submit a completed application at least 60 days before the first day of operations if you are submitting the application in person. Mailed applications are required to be submitted at least 90 days before the first day of camp operation. For many camps, this means you must submit your application by April 1, 2012 to have your permit issued by July 1st. The Health Department cannot guarantee that camps submitting an application after the required deadlines will receive a permit and be approved for operating by July 1st. **You may not operate a camp until you have obtained a permit. Camps operating without a permit risk being closed and may be issued a notice of violation, subject to a monetary penalty of up to \$2,000.**

The following is a summary of some of the more recent changes to the application process to help you meet permit application requirements in a timely manner and operate a safe camp for your campers and staff:

Application Process

The Summer Camp Program tracks all application activity by date. All applicants will receive a checklist indicating the items that were submitted, the date submitted and any item(s) not submitted, but required in order for a permit to be issued. Camps renewing their permits that submit applications by mail will have the checklist sent to them using the contact information provided on the application, either to the mailing address, by e-mail and or by fax. The

application will be reviewed and if a permit cannot be issued because of lack of required documentation a deficiency letter will be sent to the camp using the contact information provided. **It is the camp's responsibility to correct and respond to each listed deficiency promptly. Camps failing to correct deficiencies promptly and or applying less than 60 days before their scheduled opening date will be at risk of not receiving a permit in time to open.**

Email Address Required

As of 2012 the NYC Health Code requires that all permit applicants provide a valid e-mail address. Your e-mail address will allow the Department to provide real-time notifications on public health concerns affecting camps, such as West Nile Virus spraying information, and to send important permit application and health inspection related information. The Department is requesting that all applicants provide a valid email address for a contact person in your organization. The person receiving the e-mailed message should be available year round and responsible to receive and pass on any information sent by the Department to the appropriate organization leadership, such as a Camp Director or corporate officer. In the future camp applications may be sent to you via e-mail.

I have enclosed the "Summer Camp Application Booklet 2012" with this letter. You must complete the application fully, including completing a safety plan, aquatic plan (if applicable) and submitting required documentation before the permit will be issued. Please note that there is one application to be used by both new applicants and camps renewing a permit. The Summer Camp Program will complete updating its website in a few weeks. You will be able to find more information on the application process and helpful camp operation information there: <http://www.nyc.gov/html/doh/html/camp/camp.shtml>.

We look forward to receiving your application and working with you to protect the health and safety of all children attending NYC camps this coming summer. Should you have any questions or need clarification concerning these or other summer camp requirements, you may contact the Summer Camp Program at (212) 442-2626/30.

Sincerely,



Robert D. Edman,
Assistant Commissioner