

Summer Camp Application Booklet

2012

For New and Renewing Summer Camps
operating within New York City



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE

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Commissioner

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Application Forms

- Application Checklist
- Application For Permit (314C)
- Affidavit Granting Authority to Act (370C)
- Affidavit of Home Address (371C)
- Children's Camp Facility and Staff Description Form (DCR 14)
- State Central Register Clearance Form (LDSS 3370)
- Prospective Children's Camp Director Certified Statement Relative to Conviction of a Crime or the Existence of a Pending Criminal Action (DCR 18)
- Statement of Affirmation (DOB violations)
- Trip Itinerary and Consent Form
- Parent Information Statement (DCR 21)

New York City Department of Health & Mental Hygiene
Bureau of Food Safety and Community Sanitation
Summer Camp Program
253 Broadway, 6th Floor, CN-59A
New York, NY 10007
Tel. (212) 442-2626/2630
Fax (212) 442-2629

Website: <http://www.nyc.gov/html/doh/html/camp/camp-directors-info.shtml>

I. Introduction

This booklet provides information and the application requirements to any person or entity that intends to operate a Summer Camp within the five Boroughs of New York City. The Department of Health and Mental Hygiene (DOHMH) cannot process a permit application unless all the necessary forms are accurately completed.

Please take the time to complete all the forms properly.

***** As of April 1, 2011, changes went into effect in the Public Health Law and New York State Department of Health (NYS DOH) camp requirements. Please read all the information included in this booklet and supplements provided so as to be aware of all changes that may affect your camp. *****

The Department recommends a thorough review of this booklet, Article 48 of the New York City Health Code (NYCHC), and the new Subpart 7-2 of the New York State Sanitary Code (NYSSC) revised 12/30/2011, before completing the application. Please note the following:

- **New Definition of a Summer Camp:** “a summer camp shall mean a property consisting of a tract of land and any tents, vehicles, buildings, or other structure 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 16 years of age, under general supervision, for the purpose of indoor or outdoor organized group activities, involving two or more activities of which one is a nonpassive activity with significant risk of injury, as defined in subdivision 7-2.2 (L); for a period of less than twenty-four hours on any day the property is so occupied, and/or which no provisions are made for overnight occupied by such children.” **If you are operating a summer camp and feel you do not meet the definition of a summer camp and that you are exempt from applying for a permit, you must submit to the Department in writing, your program description and curriculum for review.**
http://www.health.ny.gov/regulations/nycrr/title_10/part_7/subpart_7-2.htm
- **New certification requirement for Camp Aquatic Directors:** Lifeguard Supervision and Management course requirement for Aquatic Directors will be implemented effective January 1st, 2012. This course will be required by any camp that has swim activities on or off site. Certification shall be valid for the time period specified by the certifying agency, but may not exceed a consecutive three-year period from course completion. Please contact the American Red Cross for a list of dates at: 1-800-red-cross or visit: <https://classes.redcross.org/Saba/Web/Main>
- On June 22, 2011, Section 413 of the Social Service Law was amended, to now include Children’s Camp Directors as mandated reporters of suspected child abuse and maltreatment to the State Central Register for Child Abuse and Maltreatment (SCR), The Office of Family Services (OCFS) is responsible for overseeing mandated reporting requirements including training, for mandated reporters. For additional information about mandating reporting, visit: <http://www.nysmandatedreporter.org/default2.html>.

- As a reminder, review your Camp Safety Plan prior to each season and update it as necessary. You must submit an update if you have added any activities to your camp or if you have changed any procedures or protocol. Submit the updated sections of your safety plan along with your application, to the Summer Camp Program Office.
- All swimming pools used by your camp must have a separate pool permit and/or a Pool Safety Plan (not to be confused with the Camp Safety Plan) approved by the Office of Public Health Engineering prior to being used. Call the Office of Public Health Engineering at (212) 313-5123 for more information.
- **If you do not plan to operate a camp in 2012, submit a letter on your official camp letterhead stating you will not operate a camp in 2012 to the DOHMH address above, also indicate whether you intend to operate the camp in the future.**









II. Permit Fee

As of April 1st, 2011 the permit fee for operating a Summer Camp in NYC is \$200. The Citywide Licensing Center (CWLC) accepts all major credit cards (except VISA), checks or money orders payable to: ***New York City Department of Health and Mental Hygiene***

***** CASH OR STARTERS CHECKS WILL NOT BE ACCEPTED *****

Organizations claiming not –for- profit status must provide a letter from the US Treasury Department (IRS) citing the organization’s tax exemption under the provisions of section 501 (c)(3) or other tax section, if the establishment is requesting to have their application fee waived.

All new camps and camps renewing a permit that are required to pay the \$200.00 permit fee must submit the payment to:

<p style="text-align: center;">Citywide Licensing Center 42 Broadway, 5th Floor New York, New York 10004 (212) 487-4104/4105</p> <p style="text-align: center;">Monday - Friday 9 A.M. to 5 P.M.</p>	<p style="text-align: center;">Subway Routes to CWLC</p> <p style="text-align: center;">   Wall Street - Broadway   to Wall Street-William Street  to Rector St-Greenwich Street   to Broad Street  to Rector St-Trinity Place </p>
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III. Deadlines

- Applications submitted **by mail must be received at least 90 days before your camp is scheduled to operate** (i.e., if you plan to open your camp on June 25th, your application must be received by March 27th). *Applications are reviewed in the date order that they are received.*
- Applications submitted **in person must be submitted at least 60 days before your camp is scheduled to operate** (i.e., if you plan to operate your camp on June 25th, your application must be received by April 26th). *Applications are reviewed in the date order that they are received.*
- Before submitting your application and documents, make photocopies of all items, including your safety plan, and keep them for your records.
- **You may not operate a camp until you obtain a permit.** Camps found operating without a permit may be issued a violation, closed, and subject to a monetary penalty of up to \$2,000.

We look forward to receiving your application and working with you to protect the health and safety of all children attending camp this coming summer. Should you have any questions or need clarity concerning these or other requirements, you may contact the Summer Camp Program at (212) 442-2626/2630.

IV. Application Submission Instructions for New Summer Camps

Your camp is considered “new” if you are operating a summer camp for the first time, have operated a camp in the past but will be operating at a new address location or have changed corporations or ownership. You must submit your entire application in person no less than 60 days before your first day of operation to:

<p>Citywide Licensing Center (CWLC) 42 Broadway, 5th Floor New York, New York 10004 (212) 487-4104/4105</p> <p>Monday - Friday 9 A.M. to 5 P.M.</p>	<p>Subway Routes to CWLC</p> <p>4 5 Wall Street - Broadway</p> <p>2 3 to Wall Street-William Street</p> <p>1 to Rector St-Greenwich Street</p> <p>J Z to Broad Street</p> <p>R to Rector St-Trinity Place</p>
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V. Required Forms and Documents for New Camp Applications:

Note: All items are required in order to obtain a new Summer Camp Permit. Items with an (*) are required at the time of submission to the CWLC for immediate processing.

1. **Complete Summer Camp Application along with New Camp Application Checklist**
2. ***Application for Permit Form (314C)**
This form must be signed and dated by the camp owner or a corporate officer.
3. ***All documents required in section VII of this application**
See page 8
4. ***Permit Fee of \$200 or Proof of not-for-profit status**
A letter from the US Treasury Department (IRS) citing the organization's tax exemption under the provisions of section 501 (c)(3) or other tax provision is required if the establishment is requesting to have their application fee waived.
5. ***Affidavit Granting Authority to Act Form (370C)** (if applicable)
This form is ONLY required if the application is being submitted in person by anyone other than the individual who signed the Application for Permit (314C).
6. ***Affidavit of Home Address (371C)** (If applicable)
This form is ONLY required if you are applying as an individual owner and have no proof of mailing address.
7. ***Proof of Business Ownership or Incorporation or Business Partnership**
Original documents must be presented when submitting your application in person to the Citywide Licensing Center.
8. **Proof of Worker's Compensation and Disability Insurance**
Provide copies of current insurance certificate(s) indicating your insurance carrier(s), insurance policy #(s) and expiration date(s). **The policy must name "New York City Department of Health & Mental Hygiene, 125 Worth Street, New York, NY 10013" as the certificate holder.** This insurance may be obtained from various private insurance carriers or from the NYS Insurance Fund at 199 Church Street in Manhattan, (212) 587-2144. **If coverage for Worker's Compensation and Disability is not required, please see pages 19 and 20 of this booklet for instructions on how to obtain a CE-200 Exemption Certificate.**

Individual Owners

The following are required for persons applying as an individual owner:

- a. **A notarized copy of your Business Certificate of Ownership** (if operating

under an “assumed name”), certified by the County Clerk of the borough in which the business will operate.

b. Proof of Mailing Address – Any one of the following documents is required:

- Valid New York State Driver’s license or DMV Non-Driver ID card, or
- Utility bill dated within 90 days of application, or
- Apartment lease or mortgage statement valid at time of application, or
- Bank or credit card statement dated within 90 days of application, or
- Affidavit of Home Address (371C) and one of the above belonging to the person applicant lives with.

c. Photo Identification – Photo ID must be that of the individual applying for this permit AND (if applicable the person representing him/her with a valid power of attorney or Authority to Act Form). ONE of the following non-expired documents is required:

- Valid New York State Driver’s license or DMV Non-Driver ID card, or
- Alien registration card or Naturalization Certificate with photo ID, or
- U.S. or foreign passport with photo ID, or
- U.S. government agency issued photo ID.

d. New York State Certificate of Authority to Collect Sales Tax or Proof of Federal Employer Identification Number (EIN) - If Proof of Federal EIN, it must be computer-generated on official letterhead from the IRS or in the IRS-issued coupon booklet. Handwritten EINs on any form are not acceptable.

Corporations and Limited Liability Corporations

The following are required for those applying as a Corporation or Limited Liability Corporation (LLC):

1. New York State Certificate of Authority to Collect Sales Tax (either the DTF-725 or the DTF-17C are accepted) **or Official Proof of Federal Employer Identification Number (EIN)**

- If submitting NYS Certificate of Authority, it must match the address of the summer camp site.
- If submitting proof of Federal EIN, it must be computer-generated on official letterhead from the IRS or in the IRS-issued coupon booklet. Handwritten EIN numbers on any form are not acceptable. Only faxed copies received by the Licensing Center directly from NYS Tax or the U.S. Internal Revenue Service are acceptable.

2. Proof of Incorporation (BOTH ‘I’ AND ‘II’ are required)

- I. Certificate of Incorporation** (stamped to show it was filed with the NYS Department of State) **or Filing Receipt** issued by the NY Secretary of State. If

you are a corporation located outside of New York State, obtain a “Certificate of Good Standing” from your home state’s Secretary of State and file it with an application for an “Authority to Conduct Business in New York State” with the NYS Department of State. You must then present this “Authority” issued by the NYS Department of State when you apply for this permit (original or photocopy is acceptable).

- II. **Corporate Resolution or Minutes of Meeting** dated within one year of the date of application and listing the current principal officers of the corporation/LLC. Typed or neatly handwritten “minutes” are acceptable. Notarization is not required (original or photocopy acceptable)

Partnerships

For a partnership, determine whether this is a partnership of two individuals, two corporations, or a combination of both. Based on this determination, follow the requirements above for individual or corporation applicants as required. In addition, you are required to submit a notarized copy of your “Certificate of Business Partnership”.

VI. Application Submission Instructions for Renewal Summer Camps

Your camp is considered a “renewal” if it will be operating under the same ownership and at the same site address as in 2011. All renewal camps must submit a complete Summer Camp application, a “Renewal Camp Application Checklist” and all other required items (except the permit fee) in person or by mail before the application deadlines to:

<p>NYC Department of Health and Mental Hygiene Attn: Summer Camp Program 253 Broadway, 6th Floor, Room 601 Box CN-59A New York, NY 10007</p> <p>Monday – Thursday 10A.M. to 4P.M. Fridays 10A.M. to 12P.M.</p>	<p>Subway Routes to DOHMH</p> <p>R to City Hall 2 3 to Park Place</p> <p>J Z to Chambers Street</p> <p>4 5 6 to Brooklyn Bridge - City Hall</p> <p>A C E to Chambers Street</p>
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1. Renewal Camps Required to Pay a Permit Fee

If your camp must pay a \$200.00 permit fee, you must submit the payment, along with the signed **Renewal Slip, Proof of Worker’s Compensation and Disability Insurance (certificates)** to the Citywide Licensing Center. Checks or money orders received by the Summer Camp Program will be mailed back to the sender.

The Citywide Licensing Center accepts all major credit cards (except VISA), checks or money orders payable to: ***New York City Department of Health and Mental Hygiene***

***** CASH OR STARTERS CHECKS WILL NOT BE ACCEPTED *****

The Renewal Slip (401C-4) is a half white sheet with blue or black print that is included in your application packet. Camps that did not receive this slip may owe fines from previous years. Owed fines must be paid to the Administrative Tribunal Office located at 66 John Street, 11th fl., New York, NY 10038 before a renewal permit is issued.

2. Renewal Camps Not Required to Pay a Permit Fee (Tax Exempt Status)

If your camp is tax-exempt under section 501(c)(3) or other tax section and you are exempt from having to pay a permit fee, include your signed **Renewal Slip** and **Proof of Worker's Compensation and Disability Insurance (certificates)** with your application to the Summer Camp Program with the rest of your application.

VII. Other Permit Application Requirements and Documentation (All Camps)

The following items must be included with the permit application for all camps:

1. Proof of Comprehensive Liability and Motor Vehicle Insurance

As per NYC Health Code 48.21 (b) & (e), camp transportation units shall be covered by minimum liability insurance of \$100,000 for death or injury to any one person and \$500,000 for two or more persons. In addition, the camp shall arrange for the purchase of accident and health insurance at a minimum coverage of \$1,000 for accidents and \$300 for illness for each staff member and campers. (See NYC Health Code 48.21 (f) for minimum coverage requirements for Traveling Camps.)

2. Department of Buildings Compliance

If your Certificate of Occupancy (CO) has expired, you must submit an updated CO. **COs that do not expire stay on-file each year and are not required to be re-submitted.** If your building does not have a CO, you must obtain a current Letter of No Objection (LNO).

a. Certificate of Occupancy

Section 48.19(b)(1) of the New York City Health Code requires all camps to have a valid Certificate of Occupancy or a statement from the Department of Buildings (DOB) indicating that the premises complies with all applicable laws enforced by DOB.

The following will not be accepted in lieu of a valid CO:

- Temporary certificates of occupancy that expire during your camp's season.
- CO for non-childcare facility which does not include or approve your establishment/program (e.g. clubhouse CO).

- Illegible, altered, or damaged mutilated copies of a CO

b. Letter of No Objection

If your summer camp is located in a building or structure for which no CO was issued or required to be issued (usually a building completed before 1938 in which there have been no subsequent major alterations or structural changes), the summer camp permit applicant must obtain a letter of no objection(LNO) from the Department of Buildings. **The LNO must state that the DOB has no objection to the use of the premises for a summer camp and must indicate the number of persons who may safely use each floor of the camp premises.** The DOB has advised DOHMH that summer camp permit applicants may obtain such letters upon application to the appropriate DOB Borough Commissioner. A request for a LNO must be made early so that it can be received on time and submitted along with your application to the Summer Camps Program. **The LNO application request should be made eight (8) to ten (10) weeks prior to the anticipated need for the letter. A Letter of No Objection must be renewed and submitted every year.**

For more information, please contact DOB's borough offices at www.nyc.gov/buildings or the following addresses:

Manhattan:

280 Broadway, 5th Fl.
New York, NY 10013-3315
Tel: (212) 566-0242
TTY: (212) 566-4769

Bronx:

1932 Arthur Avenue, 5th Fl.
Bronx, NY 10457-6306
Tel: (718) 579-6920
TTY: (718) 579-6903

Staten Island:

10 Richmond Terrace, 2nd Fl.
Staten Island, NY 10301
Tel: (718) 816-2315
TTY: (718) 816-2164

Brooklyn:

210 Joralemon Street, 8th Fl.
Brooklyn, NY 11201-3715
Tel: (718) 802-3675
TTY: (718) 802-4330

Queens:

120-55 Queens Boulevard
Kew Gardens, NY 11415
Tel: (718) 286-0600
TTY: (718)286-0781

To expedite issuance of such letters, the applicant must bring to DOB documents that provide some evidence of the building's legal use, including but not limited to:

- Permits from DOB or other city agencies
- A letter from Department of Finance (DOF) indicating pre-1938 use
- A Sanborn map
- Leases or deeds
- Any other relevant documents from other city agencies

The following are **not** acceptable identification for a building's prior legal use:

- A letter from the building's owner or other parties
- Photographs

3. Camp Director's Experience

Provide a resume showing at least 3 **summer-seasons** of camp experience or equivalent experience acceptable by the Department.

The following two forms are to be completed by the Camp Director only:

- State Central Register Form (LDSS-3370) - Camp Directors must list addresses where they have resided for the past 28 years (since January 1983) and include apartment numbers, if applicable.
- Criminal Conviction Form (DCR 18)

4. **Health Director Requirements**

As per NYCHC section 48.17(p), all camps shall have a designated camp health director to supervise health and sanitation. The health director may be a physician, physician assistant, nurse practitioner, registered nurse, licensed practical nurse, an emergency medical technician licensed by the State of New York, or other person acceptable to the Department.

NYS DOH defines “Other person acceptable to the Department” shall mean a person who is certified in a first aid training program determined by the State Department of Health to provide the knowledge and skills necessary to sustain life from injury and sudden illness, which are likely to occur at children’s camps. A training program shall include but not be limited to instruction about traumatic brain injury, injury to the neck or spine, bone fractures and dislocations, lacerations, burns: injury to the eye, and medical emergencies such as allergic reactions, seizures, strokes, shock, cardiac and diabetic emergencies, poisoning and heat related illness. A sufficient time shall be provided to cover all topics. First aid certificates shall be valid as specified by the provider, but shall not exceed 3 years from the date of course completion. This person must also be certified in an acceptable training in cardiopulmonary resuscitation (CPR) shall mean a CPR training program determined by the State Department of Health to provide an adequate level of knowledge and skills necessary to perform 2 rescuer CPR skills for all ages (infant, child, and adult). A sufficient time shall be provided to cover all topics. CPR certificates shall be valid as specified by the provider, but shall not exceed 1 year from the date of course completion.

**** **See the Guidelines for Aquatic, CPR and First Aid Certifications booklet for accepted courses. See the following website for all updates made to the list:**
<http://www.health.state.ny.us/environmental/outdoors/camps/> ****

All on-site Health Directors who are medical professionals must also be certified in First Aid and CPR (as noted above). Emergency room (ER) medical professionals are only required to have their license, proof of working in the ER and a current CPR certification.

At a Summer Camp or Traveling Summer Camp, the camp health director shall be available as specified in the camp’s approved written safety plan. If not on site, the camp health director shall designate an assistant who must be on site at all times. The on-site designee must have current certificates in First Aid and CPR.

Note: CPR cards are only valid for one year from the issue date.

At an Overnight Camp, the camp health director must be on site at all times.

5. Aquatic Director Requirements

Camps that participate in aquatic activities (aquatic theme parks, swimming, etc.) must have an Aquatic Director on site during these activities.

*** As of January 1st 2012 NYS DOH Aquatic Directors must be: ***

- a. At least 21 years of age
- b. Have a minimum of:
- c. 1 season of previous experience as a camp aquatics director at a New York State children's camp; or
- d. 2 seasons of previous experience consisting of at least 12 weeks as a children's camp lifeguard, as specified in SSC 7-2.5(g), at a swimming pool or bathing beach which had more than one lifeguard supervising it at a time; or
- e. 18 weeks of previous experience as a lifeguard, as specified in SSC 7-2.5(g)(2), at a swimming pool or bathing beach which had more than one lifeguard supervising it at a time.
- f. Have successfully completed a training course in lifeguard supervision and management that meets the requirements specified SSC 6-1.31(e) or SSC 6-2.20(e)
- g. Have annually reviewed and documented the review of the camp's safety plan for swimming
- h. Possess a current certificate in an acceptable CPR training program as defined above in the Health Director's requirements.

*** See the "Guidelines for Aquatic, CPR and First Aid Certifications" booklet for acceptable courses. See the following website for all updates made to the list:
<http://www.health.state.ny.us/environmental/outdoors/camps/> ***

6. Trip Itinerary & Parent Consent Form

A trip itinerary and a consent form are required for all off-site camp trips. Swim trips must be included on the trip itinerary, be sure to include the swim hours. The Itinerary should be designed to include a check-off box option for parental consent next to each trip. Please use the itinerary form that is provided in this booklet.

7. Parent Information Statement

A copy of the "Parent Information Statement" is included in the application packet for camps to complete and distribute to parents or guardians. If a camp chooses to design their own parent information statement, they must provide a copy of the statement with their application to the Department for approval.

8. Safety Plan

As per Section 7-2.5(n) of the NYSSC and Section 48.11 of the NYCHC, camps are required to complete a written Safety Plan which accurately reflects the camp's compliance with code requirements. Safety Plans must be thorough and legible. The Department requires that camps write a new safety plan every five (5) years unless otherwise instructed by the Summer Camp Program that a new plan must be submitted due to excessive changes in activities, changes in the personnel, facility operation, etc. Camps whose Safety Plans were approved within the past four (4) years will be able to submit updated pages if necessary. On the 5th year a new Safety Plan must be

submitted. For camps that are required to complete a new Safety Plan, one will be included in their application packet. **If your Safety Plan was approved on or after 2007, a newly written Safety Plan is required. You must use the safety plan that is included in the application packet or the one that can be found on our website.**

9. Director Orientation and Aquatic Workshop Requirement

Attendance at a Camp Director orientation session is mandatory and must be completed before your camp permit can be approved. Camp operators who are renewing their summer camp permit do not have to attend orientation if they meet all of the following criteria:

- a. Have administrative/supervisory staff in charge of camp operations who have attended a Camp Director orientation in a previous camp season, i.e., the Director or Assistant Director has attended a previous orientation and is still employed with the camp.
- b. The camp has successfully passed its operational inspection during the 2011 season and has not otherwise been mandated to attend another orientation.

All Aquatic Directors must have attended an Aquatic Workshop. If a camp received violations related to aquatic activities in the previous year, the Aquatic Director must re-attend the workshop. If a new aquatic director has previously attended the workshop, you must provide the date of attendance.

Camp staff that is required to attend an orientation or workshop are encouraged to call to reserve a seat as early as possible, as seating is limited. To reserve a seat, please contact the Summer Camp Program at (212) 442-2626 or (212) 442-2630, Monday through Friday between 10 a.m. to 4 p.m. See page 21 for the schedule.

The attendee's signature and camp's CAMIS number will be required at the orientation and workshop.

Lateness

There is a 10-15 minute sign in process and attendees must present a picture I.D. at the security desk to enter the building. Attendees will not be admitted into a session and will be instructed to reschedule for another orientation or workshop if:

- If your name is not on the attendance roster for a given session.
- You arrive more than 5 minutes late to the session you are scheduled to attend.

10. Pre-Permit Inspections & Self-Inspection Checklists

The camp facility must pass a pre-operational inspection in order to complete the permit process. Camps that passed inspections last year may receive a Self-Inspection Checklist. Camps that do not pass the pre-permit inspection or have an approved self-inspection checklist will not be issued a permit.

11. Fire Inspection Compliance

As per Section 48.19(b)(2) of the NYCHC, all camps shall pass a fire inspection from the New York City Fire Department (FDNY) indicating that the camp premises complies with all applicable laws and regulations pertaining to fire control and the fire prevention directives of the FDNY. Camps will not be issued a permit unless the DOHMH has received an approved fire inspection report from the FDNY. Fire compliance statements issued prior to January 1, 2011 will not be accepted.

The DOHMH will make the initial request to the FDNY for the compliance statement on behalf of the camps. Each camp must make the necessary arrangements with its local fire engine company to ensure the inspection is conducted in a timely manner.

VIII. Other Important Requirements and Information (All Camps)

1. Food Handling and Safety

As per Section 48.15(f) of the NYCHC, the supervisor(s) of food operations for camps that provide, prepare, or serve food are required to complete an appropriate food protection course approved by the DOHMH prior to the first day of camp operation.

If your camp is receiving food from any site that prepares food, including the Department of Education, you are required to take the 4-hour course for Emergency Food Programs. Please call the Health Academy at (917) 492-6990 to register. This course is free.

If you plan to prepare food on-site, your camp's food supervisor is required to take the 15-hour course and obtain a Food Protection Certificate. You may register in person at the City-Wide Licensing Center, 42 Broadway, 5th floor, Manhattan or on-line at the DOHMH website at: www.nyc.gov/health, under the Health Topic "Food Protection".

While access to the course material remains free at:

<http://www.nyc.gov/html/doh/html/hany/hanyfood-online.shtml>, anyone wishing to take the final examination will have to pay a fee of \$24.60. The in classroom course fee is \$105.00 per person.

Exceptions to the previous requirement are listed below:

- Food provided at a public school through the Summer Feeding Surveillance Program.
- Cold foods provided by the individual camper's parent(s) or guardian(s) that is properly refrigerated and monitored on site.
- Single-instance, outdoor events where food is prepared (i.e. barbeque or end-of-year picnic).

Note: All precautions must be taken to protect the health of all campers, staff, and other participants from food-borne illnesses.

2. **Required Background Check for All Staff**

On July 19, 2005, the Child Safety Act (Chapter 260 of the Laws of 2005) was signed into law requiring all entities operating any type of summer or overnight camp, prior to hiring any individual, to ascertain, "...whether such individual is listed on the state sex offender registry." This law applies to the individuals 15 years of age and older at your camp, who are either:

- Full-time, part-time, or volunteer staff employed directly by the camp.
- Employed via a third party, including, but not limited to, staff hired through the Summer Youth Employment Program (SYEP).

Note: It is highly recommended that camp directors inquire with the primary employer regarding the background of any staff not directly employed by the camp, but who may interact with children at the camp, to ensure the safety of the children; i.e., building, custodial or maintenance staff.

Unlike Child Day Care and After-School programs, Summer Camps do not require finger printing.

Refer to the NYS Sex Offender Registry Search Procedures included in this booklet (pages 15 and 16).

3. **Deficiency Letter**

A deficiency letter will be sent to you if your application is incomplete or missing documents. When responding, be sure to attach a copy of the letter that was sent to you. Indicate your CAMIS number on every document, item and page that you fax to the office. **It is important that you respond to your deficiency letter in a timely manner. Failure to do so may delay your permit approval and opening date or result in your application being terminated.**

4. **Summer Camps Website**

Additional forms and other information are also available at our website. Go to www.nyc.gov/health, click on "Health Topics A to Z", click on "S", and click on "Summer Camps".

5. **Useful Contact Numbers**

Summer Camp Program	(212) 442-2626 or (212) 442-2630
ACS Child Care Voucher Enrollment	311
Administrative Tribunal	(212) 361-1000
Bureau of Child Care	(212) 313-5120
Bureau of Engineering (Pool Permits).....	(212) 313-5123
DYCD Summer Youth Employment Program	(212) 442-9619
Health Academy.....	(917) 492-6990
Sex Offender's Registry	(800) 262-3257 or Fax (518) 485-5805
Summer Feeding Program.....	(718) 707-4380
American Camp Association.....	(800) 777-2267

NYS Sex Offender Registry

Search Procedures

for Children's Camps

Fact Sheet – March 2009

Article 13-B of Public Health Law requires children's camp operators to determine whether an employee or volunteer is listed on the NYS Division of Criminal Justice Services (DCJS) Sex Offender Registry. Checks of the Registry must be completed prior to the day the employee or volunteer starts work at the camp and annually thereafter prior to their arrival at camp. The law applies to all children's camps (day, traveling day and overnight) and to all prospective employees and volunteers at the camp regardless of their job title/responsibilities or employment status (full or part-time).

How to conduct a search:

A search of the Sex Offender Registry is a free and simple service provided by DCJS. Searches should be made by submitting prospective employee's or volunteer's information to DCJS by e-mail or Compact Disc (CD). Requests of less than 30 individuals may also be submitted by regular mail or fax. However, DCJS will give priority to processing submissions by e-mail or CD. Additionally, the Registry will also check up to five names at a time by telephone.

Requirements for e-mail and CD submissions:

Enter the prospective employee's or volunteer's full name (last and first) and complete date of birth (DOB) **or** social security number (SSN) into an Excel spreadsheet, one item per field, and submit to the Registry as an e-mail attachment or on a CD. There are no restrictions for the number of characters for name data fields.

DOB format – LAST name, FIRST name, DOB (must be MM/DD/YYYY):

Last Name	First Name	DOB
Sample	Sam	01/05/1978

SSN format – LAST name, FIRST name, SSN (must be 9 numbers, no spaces):

Last Name	First Name	SSN
Sample	Sam	123456789

E-mail submissions – The Excel spreadsheet may be attached to an e-mail and sent to infodcjs@dcjs.state.ny.us. The e-mail must include the camp name, address, telephone and fax numbers, and contact person for DCJS to call if there are questions. In the subject line of the e-mail enter “800 # search.”

CD submissions – A letter containing the camp name, address, telephone and fax numbers, and the contact person for DCJS to call if there are questions must accompany CD submissions. CDs may be sent to the New York State Division of Criminal Justice Services, Sex Offender Registry, 4 Tower Place, Albany, NY 12203. CDs will not be returned. A letter indicating search results will be mailed to the requestor.

Requirements for fax or regular mail submissions:

Request for fewer than 30 individuals may be made by fax or regular mail by submitting, to the Registry, the prospective employee's or volunteer's full name (first and last) and one of the following: complete address, social security number, date of birth, or driver's license number.

All information must be submitted on camp letterhead or other pages each containing the camp name, address, telephone and fax numbers, and contact person for DCJS to call if there are questions. Information may be faxed to (518) 485-5805, or mailed to the New York State Division of Criminal Justice Services, Sex Offender Registry, 4 Tower Place, Albany, NY 12203.

Requirements for telephone checks:

The Registry will check up to five names at a time by telephone: (800) 262-3257. When calling, provide the prospective employee's or volunteer's full name (first and last) and one of the following: complete address, social security number, date of birth, or driver's license number.

Other methods:

At this time, use of the DCJS website does **not** satisfy the requirement of the law because the website only contains Risk Level 2 and 3 offenders.

DCJS response:

The DCJS prefers responding to requests to search the Registry by fax; however, they will respond by regular mail if a fax number is not available/provided. DCJS's response will indicate the total number of individuals checked against the Registry and either the names of the individuals listed on the Registry and their risk level, or that no matches were found. The list of employees/volunteers submitted to be searched will not be returned by DCJS unless specifically requested by the camp operator with the initial search request submittal. Results of search requests made by telephone will be provided during the phone call.

Risk Levels:

Sex offenders are classified according to their risk of re-offending. The court may assign one of the following three risk levels:

- Level 1 – low risk of repeat offense;
- Level 2 – moderate risk of repeat offense; or
- Level 3 – high risk of repeat offense.

Note – While waiting a risk level assignment from the court, an individual is categorized as “Pending.”

Documentation:

A copy of prospective employee's or volunteer's information submitted to DCJS and letter from DCJS indicating the search results, must be kept on file at camp and available for review during Health Department inspections. Camps that use the telephone screening process must document the screening date, DCJS response and DCJS screener ID number.

Additional information

For more information regarding the Division of Criminal Justice Services Sex Offender Registry, call (518) 457-3167 or visit their website www.criminaljustice.state.ny.us

CHAPTER TEXT:

LAWS OF NEW YORK, 2005

CHAPTER 260

AN ACT to amend the public health law and the correction law, in relation to requiring children's camps to consult the sex offender registry in reference to job applicants

Became a law July 19, 2005, with the approval of the Governor.
Passed by a majority vote, three-fifths being present.

The People of the State of New York, represented in Senate and Assembly, do enact as follows:

Section 1. Short title. This act shall be known and may be cited as the "child safety act".

§ 2. The public health law is amended by adding a new section 1392-a to read as follows:

§ 1392-a. Requirement to check sex offender registry. Every person, firm, limited liability company and corporation which operates a children's overnight camp shall be required, prior to hiring any individual, to ascertain whether such individual is listed on the state sex offender registry pursuant to article six-C of the correction law.

§ 3. The public health law is amended by adding a new section 1394-a to read as follows:

§ 1394-a. Requirement to check sex offender registry. Every person, firm, limited liability company and corporation which operates a summer day camp shall be required, prior to hiring any individual, to ascertain whether such individual is listed on the state sex offender registry pursuant to article six-C of the correction law.

§ 4. The public health law is amended by adding a new section 1394-b to read as follows:

§ 1394-b. Requirement to check sex offender registry. Every person, firm, limited liability company and corporation which operates a traveling summer day camp shall be required, prior to hiring any individual, to ascertain whether such individual is listed on the state sex offender registry pursuant to article six-C of the correction law.

§ 5. Section 168-b of the correction law is amended by adding a new subdivision 9 to read as follows:

9. The division shall, upon the request of any children's camp operator, release to such person any information in the registry relating to a prospective employee of any such person or entity in accordance with the provisions of this article. The division shall promulgate rules and regulations relating to procedures for the release of information in the registry to such persons.

§ 6. This act shall take effect on the thirtieth day after it shall have become a law provided that any rules and regulations necessary for the timely implementation of this act shall be promulgated on or before such effective date.

EXPLANATION--Matter in **italics** is new; matter in brackets [-] is old law to be omitted.

The Legislature of the STATE OF NEW YORK **ss:**

Pursuant to the authority vested in us by section 70-b of the Public Officers Law, we hereby jointly certify that this slip copy of this session law was printed under our direction and, in accordance with such section, is entitled to be read into evidence.

JOSEPH L. BRUNO
Temporary President of the Senate

SHELDON SILVER
Speaker of the Assembly

Applicant Instructions for Form CE-200 – Effective December 1, 2008

Form CE-200 reflects a totally new process for granting exemptions from workers' compensation and disability benefits insurance coverage requirements. Effective December 1, 2008, **exemptions** will no longer be valid for multiple permits, licenses or contracts for which the applicant applied. Further, exemptions no longer have to be notarized; nor do they have to be stamped by the NYS Workers' Compensation Board. (Please note that **government agencies may continue to use insurance and self-insurance certificates** for multiple permits, licenses or contracts issued to a specific legal entity during the coverage period listed on insurance/self-insurance related certificates).

Starting December 1, 2008, ONLY applicants eligible for **exemptions** must file a **new CE-200** for **each** and **every** new or renewed permit, license or contract issued by a government agency. Each CE-200 will specifically list the issuing government agency and the specific type of permit, license or contract requested by the applicant. Applicants for building permits will also need to supply additional information including identifying the specific job location and the estimated cost of the project.

Please ensure that the legal entity name on Form CE-200 exactly matches the legal entity name that is applying for the permit, license or contract. Please also ensure that the applicant signs and dates Form CE-200.

Each CE-200 will have a certificate number printed on it. Form CE-200s may be verified on the Board's web site at www.wcb.state.ny.us.

The applicant attests under penalty of perjury that the information contained in the CE-200 is accurate – the Board does not initially verify this information. However, Board staff may investigate applicants filing Form CE-200.

Government agencies have the authority to verify that the business is eligible for the workers' compensation and/or disability benefits exemption reason described on the CE-200 and notify the Board's investigative staff if there are discrepancies. For example, if you are applying for a license for a 150 seat restaurant and indicate on the CE-200 exemption form that you are a sole proprietor with no employees, this may indicate a problem.

To make this process as easy and as efficient as possible for business owners, the vast majority of these forms will be processed electronically on-line. Applicants having access to the internet will be able to fill out the CE-200 on the internet and **immediately** upon completion, **be able to print out a hard copy of the CE-200** that they will then submit to the government agency issuing the permit, license or contract. Computers with internet access will also be available for CE-200 electronic application processing at Customer Service Centers located in Workers' Compensation Board District Offices.

Filling out the electronic Form CE-200 on the internet is very similar to filling out a hotel reservation request on the internet for frequent travelers. The applicant will create a pin and password so that they can easily access their information. Once an applicant enters his/her basic information on the Board's web site, it can be retrieved by that applicant in the future by using that pin number and password when the applicant is applying for another permit, license or contract.








Visit www.wcb.state.ny.us to apply for a CE-200 certificate.

Applicants without access to a computer may obtain a paper application for the CE-200 by writing or visiting the Customer Service Center at any District Office of the Workers' Compensation Board. Applicants using the manual process may wait up to four weeks before receiving a CE-200. Once the applicant receives the CE-200, the applicant can then submit that CE-200 to the government agency from which he/she is getting the permit, license or contract. This delay results from Workers' Compensation Board staff having to manually enter information from the applicant's paper application into the web based application.

Employees of the Workers' Compensation Board cannot assist applicants in answering questions about this form. Please contact an attorney if you have any questions regarding Form CE-200.

However, if you have questions regarding workers' compensation coverage requirements, please call the Bureau of Compliance at (866) 546-9322.

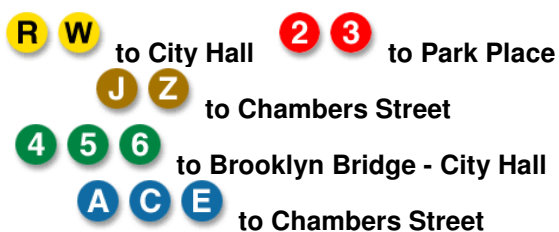
2012 Director Orientation & Aquatic Workshop Schedule

<u>Date</u>	<u>Day</u>	<u>Time</u>	<u>Presentation</u>
3/14	Wednesday	1pm-4pm	 Director Orientation
3/29	Thursday	10am - 1pm	 Director Orientation
4/4	Wednesday	10am-1pm	 Director Orientation
4/4	Wednesday	2pm-4pm	 Aquatics Workshop
4/10	Tuesday	11am-2pm	 Director Orientation
4/21	Saturday	10am-1pm	 Director Orientation
4/25	Wednesday	10am-1pm	 Director Orientation
4/25	Wednesday	2pm-4pm	 Aquatics Orientation
5/3	Thursday	4pm-7pm	 Director Orientation
5/9	Wednesday	10am-1pm	 Director Orientation
5/9	Wednesday	2pm-4pm	 Aquatics Workshop
5/15	Tuesday	10am-1pm	 Director Orientation
5/24	Thursday	10am-1pm	 Director Orientation
5/24	Thursday	2pm-4pm	 Aquatics Workshop
6/6	Wednesday	2pm-5pm	 Director Orientation
6/12	Tuesday	10am-1pm	 Director Orientation
6/12	Tuesday	2pm-4pm	 Aquatics Orientation
6/14	Thursday	11am-2pm	 Director Orientation
6/20	Wednesday	11am-2pm	 Director Orientation

Please contact the Summer Camp office at (212) 442-2626 or (212) 442-2630, Monday through Friday between 10a.m. and 4p.m. to reserve a seat.

All day camp trainings will be held at either:

253 Broadway, 13TH Floor
Or
125 Worth Street (entrance on Lafayette St.),
2ND Floor Auditorium



Seminar Schedule on How to Complete Summer Camp Permit Application in 2012

<u>Date</u>	<u>Day</u>	<u>Time</u>	
3/01	Thursday	10am-12pm	
3/07	Wednesday	10am-12pm	
3/22	Thursday	10am-12pm	
4/12	Thursday	11am-1pm	
4/18	Wednesday	1pm-3pm	

This seminar is optional and does not fulfill the mandatory director orientation and/or aquatic workshop requirement. Pre-registration is required; please call 212-442-2626/2630.