



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
Dave A. Chokshi, MD, MSc
Commissioner

Jan. 24, 2022

Dear Prospective Camp Operator:

The New York City Department of Health and Mental Hygiene (NYC Health Department) welcomes new camp operators to the 2022 summer camp season. This letter provides information about the permitting process for summer 2022 and about ongoing efforts to limit the spread of COVID-19, including requirements for camp staff vaccination.

We encourage any camp that intends on operating this summer to apply now for a permit. **Camp operators must submit their application at least 90 calendar days prior to camp start date.**

New applicants must first register for an account at nyc.gov/dohmhpermits. After completing registration:

1. Login to your account at nyc.gov/dohmhpermits.
2. Click "Apply New/Link PIN."
3. Click "Click here to Apply New or Link PIN."
4. Read and accept the terms and click "Continue."
5. Click on the "Child Care" drop down arrow.
6. **For profit programs:** Select "Summer Camp (CAMP) Permit Process."
7. **For nonprofit programs:** Select "Summer Camp (CAMP) Fee Exempt Permit Process."
Note: Nonprofit programs may have their application fee waived by submitting proof of 501(c)(3) Exemption or Municipal Exemption, and a letter confirming that you are in goodstanding with the U.S. Treasury Department. A \$200 permit fee is required of all for-profit programs.
8. Fill in all fields with the asterisk (*) and continue through the screens/tabs to completion.
9. You will receive an email confirmation and a new record will be created the next business day.

Once a new record is created, you can email your application to your respective [borough office](#). If you do not have a borough office contact, you can email your application to campinfo@health.nyc.gov. Be sure to include your camp name, site address, and borough in the subject line. For example, "STEM Kids Camp, 125 Worth Street, Manhattan."

The following is a list of required documents and fillable forms that are needed to complete your new application. **When submitting documents or forms via email, label and attach each separately to that one email (do not combine documents or forms).**

- Summer Camp Site Inspection Request Form**
- Certificate of Occupancy (CO) or Letter of No Objection (LNO) from the NYC Department of Buildings
- 501(c)(3) Tax Exemption Letter from U.S. Treasury Department/IRS (nonprofits)
- If applicable, a Certificate of Incorporation (stamped to show it was filed with the New York State (NYS) Department of State) or Filing Receipt issued by the NYS Secretary of State.
Note: If located outside of NYS, obtain "Certificate of Good Standing" from your Secretary of State and file with application for "Authority to Conduct business in New York State" with NYS Department of State. You must then present this "Authority" issued by the NYS Department of State when you apply for this permit.
- Worker's Compensation **Certificate or Form CE-200 (if exempt)**
- Disability Benefits Insurance **Certificate or Form CE-200 (if exempt)**
- Proof** of General Liability Insurance
- Proof** of Motor Vehicle Insurance (*not required if camp only uses public transportation*)
- Children's Camp Facility and Staff Description Form**
- Camp Director's Resume
- Camp Director's Statewide Central Register Database Check Form**
- Prospective Children's Camp Director Certified Statement Form**
- Health Director's **CPR Certification (CPR Pro)** and **Advance First Aid Certification (RTE)**
- Trip Itinerary and Parental Consent Form**
- NYC Summer Camp Safety Plan**

The following items are only required for camps that will provide swimming, boating or aquatic theme park services:

- Aquatic Director's Resume
- Aquatic Director's **Lifeguard Management Certification**
- Aquatic Director's **CPR Certification (CPR Pro)**

Summer camps that have not yet hired a Camp Director, Health Director or Aquatics Director (if applicable), may indicate "Pending" on the Children's Camp Facility and Staff Description Form. However, all qualifications and forms for required staff must be submitted to your respective borough office before a permit will be issued.

Required Camp and Aquatic Director Orientations

As a permit requirement, new camp directors and new aquatics directors must attend a camp director or aquatics orientation, respectively. Beginning **February 1, 2022**, directors can register themselves for a webinar orientation at nyc.gov/health/register.

- Each individual must register themselves, using their own email address.
- Select "Group Child Care and Summer Camp Orientation Sessions" then click "Continue" at the bottom of the page.

- Complete all the steps and be sure to enter your email address carefully and correctly.
- You will receive an email confirmation after successfully registering.
- The orientation is held in a webinar format and an invitation link will be emailed to you a day prior.

School-Age Child Care (SACC) Programs Operating in the Summer

Effective this camp season, programs can no longer operate both SACC and camp programs at the same time. If you are an active SACC registration holder and interested in applying for a camp permit, please reach out to your respective borough office for additional guidance.

COVID-19 Prevention Measures

We anticipate that COVID-19 prevention measures will continue to be necessary this summer and camp operators should plan accordingly.

Programs must adhere to state and local mandates and programs that operate in a public school building must adhere to the Department of Education (DOE) mandates. Those contracted with the Department of Youth and Community Development must adhere to their mandates, if they are more stringent. We will continue to provide updates as circumstances evolve.

Vaccination Requirements

Workers in NYC, including camp staff, are required to be vaccinated against COVID-19. Depending on your program, the details regarding the vaccination requirement may vary. For example, if you hold a contract with NYC, check with your contracting agency about vaccination mandates; if you operate out of a DOE building, you will need to follow DOE mandates. If no specific mandate applies, you must follow the general employer requirement.

The Health Commissioner orders requiring vaccination, including for City contractors, nonpublic schools, DOE locations, and general employers can be found by visiting nyc.gov/health and searching for “**Notices and Recent Orders.**”

We encourage you to promote vaccination, including booster shots, for your campers who are eligible. Vaccination is the best tool we have to reduce COVID-19 transmission and severity. For details about vaccines, visit nyc.gov/covidvaccine.

Mask Requirements

The NYC Health Department strongly encourages the use of masks for individuals age 2 and older who can medically tolerate one. It is important to note that mask requirements for campers and staff (including for those who are fully vaccinated) are subject to change.

The NYC Health Department wishes you a successful summer camp season as you continue to provide safe, healthy and fun programming for children in your care.

For general camp information or further guidance on submitting your permit application, email campinfo@health.nyc.gov.

See below for more resources:

[Staff Qualifications Guideline for Camps](#)

[Mandated Reporter Resource Center](#)

[Sex Offender Registry Searches](#)

[Frequently Asked Questions for Camp Operators](#)
nyc.gov/health/camps

Sincerely,



Simone C. Hawkins
Assistant Commissioner
New York City Department of
Health and Mental Hygiene