

## **COMPLIANCE TIPS – AREAS OF SPECIAL CONCERN NOTED DURING CHILDREN’S CAMP INSPECTIONS:**

***Camp Staff (pre-season):*** (items that will be reviewed by DBCH staff during the pre-season inspection)

--New staff must have a minimum of 3 VERIFIED references along with documentation of clearance through NYS as per the Child Safety Act. Verification of references must include the name of the person doing the verification and the date. COUNSELORS ARE NOT TO ASSUME THEIR DUTIES INVOLVING SUPERVISION OF CHILDREN UNTIL REFERENCES ARE PROPERLY VERIFIED.

--Returning staff must have a previous season’s evaluation on file and a current documentation of clearance through NYS as per the Child Safety Act.

--Document all staff orientation on a staff sign-in sheet including the date and topics covered. Once orientation is completed, each staff member must document by signature that they have been properly oriented to the camp safety plan.

--Be sure that adequate first aid and CPR personnel are provided at all times in ratios required by Code. Please refer to the enclosed fact sheets and the brochure ‘How to Obtain a Permit to Operate a Children’s Camp in New York State’. ALL certifications (medical, aquatic, etc.) must be available for review.

First Aid: Overnight camps must provide at least 2 individuals, and day camps must provide at least 1 individual certified in an acceptable first aid training program for the first 200 campers. Camper enrollment above 200 requires additional first aid staff.

CPR: Day camps and overnight camps must provide at least 2 persons certified in an acceptable cardiopulmonary resuscitation (CPR) training program for the first 200 campers. Camper enrollment above 200 requires additional CPR staff. Please remember that all CPR certifications are valid for one year only, regardless of the recommended renewal date on the card.

### ***Maintenance items (pre-season):***

--Review start-up procedures in camp safety plan, especially for water supply; start early enough so that pre-season samples can be done and any necessary corrections completed prior to operation.

--Perform a thorough inspection of camp buildings by maintenance staff and any repairs made to minimize bat-entry potential.

--All bunk beds provided for campers and staff should meet the new size and spacing requirements.

