Children's Camp Staff Requirements

<table>
<thead>
<tr>
<th>Staff Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MOTOR VEHICLE TRANSPORTATION</strong></td>
<td></td>
</tr>
<tr>
<td>Driver</td>
<td>Supervise campers on-site, maintain safety during transportation activities.</td>
</tr>
<tr>
<td>STAFF</td>
<td>Ensure all vehicles are safe and appropriate for transport.</td>
</tr>
</tbody>
</table>

| **ON-SITE SUPERVISION**  |
| STAFF               | Supervise campers, ensuring safety in all activities.  |
| COUNSELORS          | Supervise campers, especially in specialized activities.  |
| COUNSELORS-IN-TRAINING | Supervise campers as needed.  |

<table>
<thead>
<tr>
<th><strong>Certifications</strong></th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPR = CARDIOPULMONARY RESUSCITATION</td>
<td>Required for all staff positions.</td>
</tr>
<tr>
<td>LG = LIFEGUARD SUPERVISION AND MANAGEMENT</td>
<td>Required for swimming staff.</td>
</tr>
<tr>
<td>LGSM = LIFEGUARD SUPERVISION AND MANAGEMENT</td>
<td>Required for swimming staff.</td>
</tr>
<tr>
<td>PSI = PROGRAM SAFETY</td>
<td>Required for specialized activities.</td>
</tr>
</tbody>
</table>

**Written Safety Plan**
A comprehensive written safety plan must be developed by the camp operator to reflect how the camp will operate in compliance with Subpart 7-2, State Sanitary Code (SSC) for Children’s Camps. A template is available. The safety plan is to be used for staff and camper training, general operation of the camp, emergency procedures, etc. The safety plan should reflect the camp’s policies and procedures for safe operation.

**Written Plan Checklist Form**
Use this form to assure completeness of the written safety plan.

**Required Submissions**
- Application for a Permit to Operate Children’s Camps Form (DOH-3931)
- Corporation Officers and Partners Form (DOH-2135)
- Children’s Camp Fee Determination Schedule Form
- Plan Review Fee Determination Schedule Form (DOH-2249)
- Children’s Camp Facility and Staff Description Form (DOH-367)
- Children’s Camp Additional Staff Qualifications Form (DOH-676)
- Written Safety Plan

**Application for Children’s Camps in New York State**
This brochure outlines the steps to follow to receive a permit to operate a children’s camp in New York State. Listed are minimum staff requirements, required forms and the written safety plan that must be completed. Additional information is provided in Subpart 7-2 of the State Sanitary Code (SSC) and Department of Health fact sheets. Local health department staff serving the county where your proposed children’s camp is to be located are available to discuss and review these requirements with you.

An application for a permit to operate a children’s camp and other required documents must be submitted to the permit-issuing official at your local health department at least 60 days before children and staff are to arrive. The local health department will review your submissions and arrange a pre-season inspection of the children’s camp. If submissions are incomplete, items requiring additional information will be identified for correction and resubmission, which could delay proposed opening dates. The earlier the submission, the more timely the review.

The center of this brochure provides a consolidated reference to key staff positions at overnight and day camps. Additional staffing and other requirements for camps hosting 20 percent or more campers with developmental disabilities are specified in Section 7-2.25 of the SSC. Staff requirements for swimming, archery, riflery and equestrian activities are specified in Section 7-2.11 of the SSC. Children’s camp operators must annually ascertain whether prospective employees and volunteers are listed on the NYS Division of Criminal Justice Services (DCJS) Sex Offender Registry prior to their arrival at camp.
## Children's Camp Staff Requirements

<table>
<thead>
<tr>
<th>Title</th>
<th>Required Minimum Ratio</th>
<th>Qualifications/Requirements in Overnight</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Camp FA CPR LG LGSM PSI</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1:</strong></td>
<td>Required Bachelor's Degree</td>
<td></td>
</tr>
<tr>
<td><strong>2:</strong></td>
<td>At least 25-years-old.</td>
<td></td>
</tr>
</tbody>
</table>

### HEALTH PERSONNEL

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAMP DIRECTOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>HEALTH PERSONNEL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>CAMP HEALTH DIRECTOR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STAFF</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>AQUATICS PERSONNEL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PROGRESSIVE SWIMMING INSTRUCTOR (PSI)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TENT LEADERS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Requirements for Staff

- **Children’s Camp Staff Safety Program**: Adults and all campers must wear life jackets while swimming or participating in activities on or near the water. All lifeguards must possess a current lifeguard certification.
- **Environmental Sanitation**: Staff members must be familiar with environmental sanitation standards and practices and must be able to operate and maintain the camp’s environmental sanitation system.
- **First Aid and CPR Certification**: Staff members must possess First Aid and CPR certification, or have completed an equivalent training program.
- **Wilderness Swimming Lifeguards**: Wilderness swimming lifeguards must be at least 18-years-old.
- **Lifeguards**: Lifeguards must meet qualifications as outlined in the Camp Health Director’s emergency plan.

### Additional Information

- All staff members must be at least 18-years-old.
- At least 1:10 ratio in bathing facilities.
- At least 1:200 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.
- At least 1:20 ratio in additional to health director or on-site designee.
- At least 1:8 ratio for campers 8- years-old or older.
- At least 1:6 ratio for campers less than 6-years-old.