

Youth Camp Operator's Guide to N.J.A.C. 8:25 Youth Camp Safety Standards, Licensure and Compliance

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Childcare Regulations/Authority in New Jersey

Definition - Authority

Greek Word – *Exousia* (εξουσία)

Vine: "The power of authority, the right to exercise power... the power of rule or government... the power of one whose will and commands must be obeyed by others." (page 89).

Thayer: "The power of authority and of right... the power of rule or government"

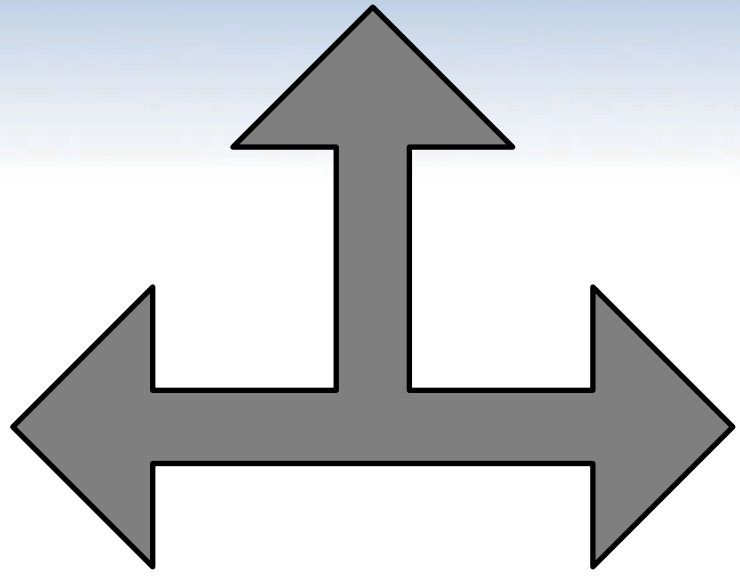


Childcare Regulations/Authority in New Jersey



**Department of
Children & Families-**
Office of Licensing

Regulatory Authority:
N.J.A.C. 3A:52 Manual
of Requirements for
Childcare Centers



Department of Health-
Youth Camp Safety
Project

Regulatory Authority:
N.J.A.C. 8:25 Youth Camp
Safety Standards

Contact:
[dcf.childcarelicensing@
dcf.nj.gov](mailto:dcf.childcarelicensing@dcf.nj.gov)

Contact:
Youth.camps@doh.nj.gov



Childcare Regulations/Authority in New Jersey



Department of Health-
Youth Camp Safety
Project

New Jersey Statute Annotated (N.J.S.A.) 26:12-2

It is the purpose of this act to promote, protect and safeguard the health and well-being of the youth of the State attending day camps and resident camps by providing for **establishment of Standards** for the safe operation of such camps, thereby providing assurance to parents and interested citizens that youth camps meet minimum safety standards.

Regulatory Authority:
N.J.A.C. 8:25 Youth
Camp Safety Standards

Contact:
Youth.camps@doh.nj.gov



New Jersey Administrative Code (N.J.A.C) 8:25 Youth Camp Safety Standards

NEW JERSEY YOUTH CAMP SAFETY STANDARDS

CHAPTER 25

NEW JERSEY YOUTH CAMP SAFETY STANDARDS

Authority

N.J.S.A. 26:12-1 et seq., specifically 26:12-5.

Source and Effective Date

Effective: December 11, 2015.

See: 48 N.J.R. 133(a).

Chapter Expiration Date

Chapter 25, New Jersey Youth Camp Safety Standards, expires on December 11, 2022.

Chapter Historical Note

Chapter 25, Youth Camp Safety Act Standards, was adopted as R.1974 d.156, effective June 19, 1974. See: 6 N.J.R. 180(a), 6 N.J.R. 264(b).

Pursuant to Executive Order No. 66(1978), Chapter 25, Youth Camp Safety Act Standards, was readopted as R.1983 d.186, effective May 20, 1983. See: 15 N.J.R. 467(a), 15 N.J.R. 918(b).

Pursuant to Executive Order No. 66(1978), Chapter 25, Youth Camp Safety Act Standards, was readopted as R.1988 d.269, effective May 19, 1988. See: 20 N.J.R. 463(a), 20 N.J.R. 1428(a).

Pursuant to Executive Order No. 66(1978), Chapter 25, Youth Camp Safety Act Standards, was readopted as R.1993 d.264, effective May 11, 1993. See: 25 N.J.R. 756(a), 25 N.J.R. 2546(b).

Chapter 25, Youth Camp Safety Act Standards, was repealed, and Chapter 25, New Jersey Youth Camp Safety Standards, was adopted as R.1998 d.226, effective May 4, 1998. See: 30 N.J.R. 812(a), 30 N.J.R. 1602(b).

Chapter 25, New Jersey Youth Camp Safety Standards, was readopted as R.2003 d.350, effective July 30, 2003. See: 34 N.J.R. 3454(a), 35 N.J.R. 4082(a).

Chapter 25, New Jersey Youth Camp Safety Standards, was readopted as R.2009 d.66, effective January 26, 2009. As a part of R.2009 d.66, Subchapter 4, Physical Plant and Environment, Subchapter 5, Health, Subchapter 6, Safety, Subchapter 7, Food and Water, Subchapter 8, Transportation, Subchapter 9, Waterfront Safety, and Subchapter 14, Enforcement Procedures, were repealed; and Subchapter 4, Physical Plant and Environment, Subchapter 5, Health, Subchapter 6, Safety, Subchapter 7, Food and Water, Subchapter 8, Transportation, Subchapter 9, Waterfront Safety, Subchapter 14, Single Sport Youth Camps, Subchapter 15, Enforcement Procedures, and Appendices A, B, C, D and E, were adopted as new rules, effective March 2, 2009. See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 25, New Jersey Youth Camp Safety Standards, was scheduled to expire on January 26, 2016. See: 43 N.J.R. 1203(a).

Chapter 25, New Jersey Youth Camp Safety Standards, was readopted

Children's shelter physical facility requirements, see N.J.A.C. 10:124-5.1 et seq.

Residential child care facility maintenance and sanitation requirements, see N.J.A.C. 10:127-4.4.

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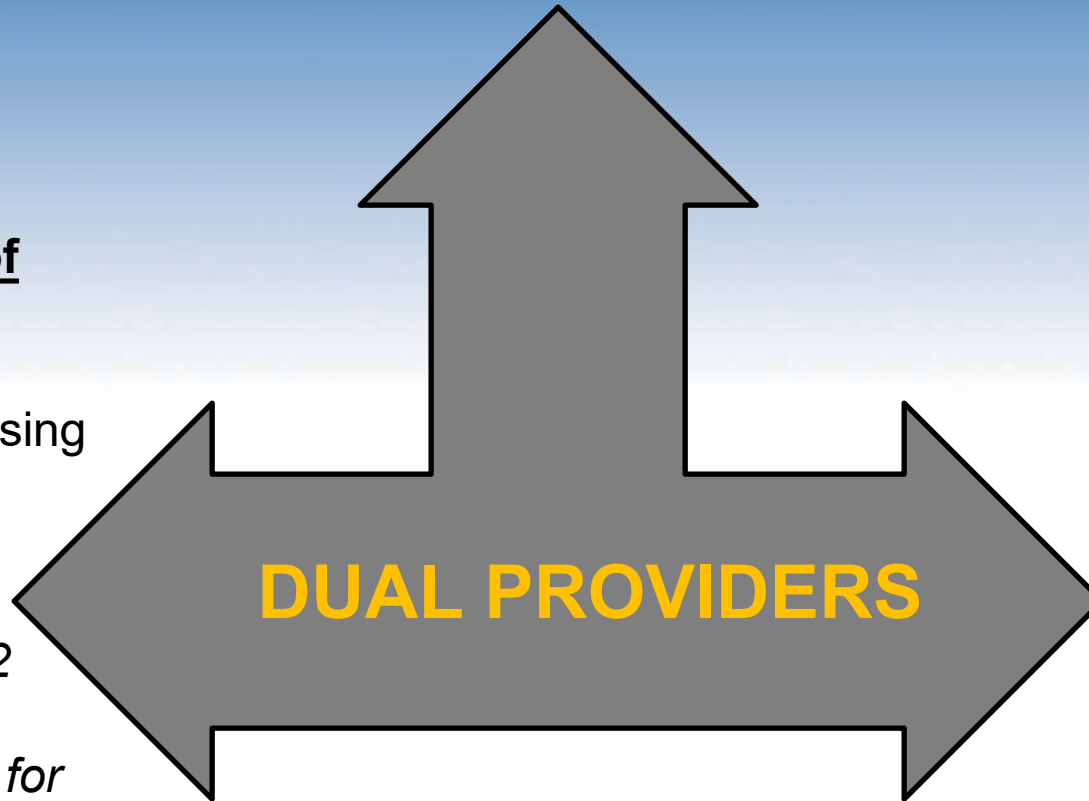
Childcare Regulations/Authority in New Jersey



**Department of
Children &
Families-**
Office of Licensing

**Regulatory
Authority:**
*N.J.A.C. 3A:52
Manual of
Requirements for
Childcare Centers*

Contact:
dcf.childcarelicensing@dcf.nj.gov



**Department of
Health-**
Youth Camp Safety
Project

Regulatory Authority:
*N.J.A.C. 8:25 Youth
Camp Safety
Standards*

Contact:
Youth.camps@doh.nj.gov



Childcare Regulations in New Jersey

DUAL PROVIDERS –Dept. of Children & Families(DCF)- Office of Licensing(OOL) N.J.A.C. 3A:52

N.J.A.C. 3A:52-1.4 Definitions of Other Terms

“Licensed capacity” means the maximum number of children a center can serve in the rooms approved as licensed space by the Office of Licensing.

N.J.A.C. 3A:52-5.3(q)2 Physical Plant Requirements for all Centers

2. At no time shall a center:

- i. **Allow** more children in attendance than the **licensed** capacity as specified on the license or the Certificate of Life/Safety Approval;
- ii. Allow more children in attendance than the licensed room capacity;
- iii. Operate in violation of the written conditions on its license or Certificate of Life/Safety Approval including, but not limited to, capacity or age restrictions for specific classrooms.

What is a youth camp?

A Youth Camp is defined under N.J.A.C 8:25-1.4 as :

A piece of land having the general characteristics and features of a camp as the term is generally understood; used wholly or in part for recreational or educational purposes



Requirements for Licensure



- Accommodate five (5) or more children under 18 years of age
- Operate for a period or portion of two or more days within the same week
- Has a **High-Risk** Activity



Leading Causes of Death Children Aged 1-14 years

Children aged 1-4 years

- **Accidents (unintentional injuries)**
- Congenital malformations, deformations and chromosomal abnormalities
- Cancer

Children aged 5-9 years

- **Accidents (unintentional injuries)**
- Cancer
- Congenital malformations, deformations and chromosomal abnormalities

Children aged 10-14 years

- **Accidents (unintentional injuries)**
- Intentional self-harm (suicide)
- Cancer





Requirements for Licensure High-Risk Activity

A **high-risk** activity is defined under N.J.A.C 8:25-1.4 as

"High risk activity" means any recreational component, sport or activity of a youth camp, which exposes a camper to a life-threatening or serious injury because of the inherent danger of the recreational component, sport or activity and which requires a high level of adult supervision at all times.

- **Includes, but is not limited to:**

- Archery
- Horseback riding
- Motorized vehicles
- Swimming and other aquatic activities
- Riflery
- Rock climbing
- Rope courses

Considerations when determining a **High-Risk** Activity



- **Age of the participant(s)**
- **Ability of the participant(s)**
 - Intellectual
 - Physical
 - Person(s) with additional needs
- **Skill Level**



What is NOT a youth camp?

- Day program which offers only a minimal recreational component (w/out hazardous activity)
 - Examples: virtual camp, computer camp, Bible camp, summer school, babysitting
- Licensed Child Care Center
- Any school organized sports, including on or offsite practices. This includes all school sports or any local or regional sports teams such as cheerleading, travel soccer, indoor soccer, travel basketball, etc. The key being a sports 'Team'
- Municipal camps are not **REQUIRED** but at current are encouraged to register



Types of Youth Camps and Application Forms

Day Camp

- Youth Camp Application (CB-11)

Resident Camp

- Youth Camp Application (CB-11)

Single Sport Youth Camp

- Single Sport Application (CB-14)



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ACROBAT READER REQUIRED FOR THIS FORM

New Jersey Department of Health
Consumer, Environmental and Occupational Health Service
Public Health and Food Protection Program
PO Box 369, Trenton, NJ 08625-0369

APPLICATION FOR CERTIFICATE OF APPROVAL TO OPERATE A YOUTH CAMP
(AUTHORITY: N.J.S.A. 26:12-6)

Instructions: This form works best when using ADOBE READER (desktop application only). Only electronic submissions will be accepted. Submit one form per Camp Owner or Corporation. After you have completed all sections of the form, you will email your completed form to youthcamps@doh.nj.gov.

CAMP STATUS				
NJDOH Camp ID#: (initial applicants should enter 0000)				
Application Type:		<input type="checkbox"/> Initial / Renewal (will operate this season) <input type="checkbox"/> Inactive (will not operate this season) <input type="checkbox"/> Out of Business (no longer in operation)		
Camp Type		<input type="checkbox"/> Municipal <input type="checkbox"/> Private		
CAMP IDENTIFICATION				
Owner or Corporation Information	Name:	Address:	City / State / Zip	
	Phone Number:	Email Address:	<input type="checkbox"/> I would like to receive updates via email	
Assessment Questions			Yes	No
1. Will your organization participate in the Child Care Resource & Referral (CCR&R) childcare subsidy program? i. Approximately, how many children under your care will receive child care subsidy?			<input type="checkbox"/>	<input type="checkbox"/>
2. Is your organization licensed by the Office of Childcare Licensing (OOL) through the Department of Children and Families (DCF) as a childcare center? If yes, please list your OOL number.			<input type="checkbox"/>	<input type="checkbox"/>
3. Will your camp participate in the Department of Agriculture (DOA) Summer Lunch program?			<input type="checkbox"/>	<input type="checkbox"/>
4. Is your camp American Camp Association (ACA) Accredited? i. If yes, please list your accreditation number.			<input type="checkbox"/>	<input type="checkbox"/>
5. Will your camp implement any recommended COVID-19 mitigation strategies? (not required)			<input type="checkbox"/>	<input type="checkbox"/>
CAMP SITE DETAILS				
Name of Camp:		Phone Number:	County of Camp Location:	
Local Health Department Responsible for the Preoperational Inspection: (LHD Directory: https://www.nj.gov/health/hh/community/index.shtml)				
Site location address:		City / State / Zip		
Water Supply: <input type="checkbox"/> Municipal <input type="checkbox"/> Well		Waste Disposal: <input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System		
This camp is: <input type="checkbox"/> Summer Only <input type="checkbox"/> Year Round		Start date:	End date: <input type="checkbox"/> Resident <input type="checkbox"/> Day Camp	
Camp Director's Name: First / Middle / Last		Camp Director's Email:	Camp Director Cell Phone Number:	
Camp Director's Qualifications (at least 21 years of age; verified experience in a youth program; administrative and/or teaching experience in a youth program):				

Single Sport Youth Camp(SSYC)

- A camp in which all campers (boys, girls, or co-ed) will be attending to specifically practice, play and learn to understand the rules of the individual sport that this individual camp is teaching

Ex: Soccer, baseball, football, cheerleading, hockey, basketball, etc.



Licensing Fees, Submission and Turnaround time

- Day Camp- \$50.00/each
- Resident Camp- \$100.00/each
- Email Applications to youth.camps@doh.nj.gov
 - 2-3 weeks processing



Licensing Fees, Submission and Turnaround time

Tools cb-11.pdf ×

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This camp is: Summer Only Year Round Start date _____ End date _____ Resident Day Camp

Camp Director's Name: *First / Middle / Last* Camp Director's Email: _____ Camp Director Cell Phone Number: _____

Camp Director's Qualifications (*at least 21 years of age; verified experience in a youth program; administrative and/or teaching experience in a youth program*):

How many adult staff (18 or older) will supervise children? _____

How many minor counselors (age 16-17) will supervise children? _____

Please list your camp population details:

i. Approximate age range of campers anticipated for the season?..... _____ to _____

ii. Approximate number of children the camp anticipates hosting for the season?..... _____

Campers: Female Only Male Only Coed Persons with disabilities Other: _____

Activities: Archery Boating Field Trips Field Sports Horseback Riding Overnights
 Petting Zoo Rope Course Riflery _____ Challenge Course Singing
 Travel Camp Zip Line Other _____

Please check this box if your camp operates any apparatus over 10' in height. (Note: Apparatus over 10' are required to be registered with the Department of Community Affairs-Carnival Amusement Rides. Please visit their website at <https://www.nj.gov/dca/divisions/codes/offices/rides.html>.)

Swimming Onsite Offsite Swimming _____

(The CB-11a form should be used to report multiple locations)

FEE SCHEDULE

[Online Application Payment](#) Annual Fee Per Location Day \$50.00 / Resident \$100.00 Payment Confirmation Number: _____

Payment Date: _____ Payment Method: _____ Payment Amount: _____

CERTIFICATION BY APPLICANT

I understand and acknowledge that by clicking this box, I have received and read N.J.A.C. 8:25 New Jersey Youth Camp Safety Standards. My submission of this form constitutes an attestation of compliance with the N.J.A.C. 8:25 Youth Camp Safety Standards. I understand that I will be liable for fines, not to exceed \$1,000, for any violation of these Standards or of any rule or regulation duly issued thereunto or order issued pursuant thereto. I certify, the statements made in this application are true, complete, and correct to the best of my knowledge and belief.

Name of Applicant *First / Middle / Last* Title of Applicant Email Date

_____ _____ _____ _____

CB 11
MAR 22

Types of Youth Camps and Application Forms

Submit Youth Camp application and payment at least two **2-3** weeks prior to hosting campers

to :

Youth.camps@doh.nj.gov



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ACROBAT READER REQUIRED FOR THIS FORM

New Jersey Department of Health
Consumer, Environmental and Occupational Health Service
Public Health and Food Protection Program
PO Box 389, Trenton, NJ 08625-0369

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NJDOH Camp ID#: (initial applicants should enter 0000)				
Application Type:		<input type="checkbox"/> Initial / Renewal (will operate this season) <input type="checkbox"/> Inactive (will not operate this season) <input type="checkbox"/> Out of Business (no longer in operation)		
Camp Type		<input type="checkbox"/> Municipal <input type="checkbox"/> Private		
CAMP IDENTIFICATION				
Owner or Corporation Information	Name:	Address:	City / State / Zip	
	Phone Number:	Email Address:	<input type="checkbox"/> I would like to receive updates via email	
Assessment Questions			Yes	No
1. Will your organization participate in the Child Care Resource & Referral (CCR&R) childcare subsidy program? i. Approximately, how many children under your care will receive child care subsidy?			<input type="checkbox"/>	<input type="checkbox"/>
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4. Is your camp American Camp Association (ACA) Accredited? i. If yes, please list your accreditation number.			<input type="checkbox"/>	<input type="checkbox"/>
5. Will your camp implement any recommended COVID-19 mitigation strategies? (not required)			<input type="checkbox"/>	<input type="checkbox"/>
CAMP SITE DETAILS				
Name of Camp:	Phone Number:	County of Camp Location:		
Local Health Department Responsible for the Preoperational Inspection: (LHD Directory: https://www.nj.gov/health/hh/community/index.shtml)				
Site location address:		City / State / Zip		
Water Supply:	<input type="checkbox"/> Municipal <input type="checkbox"/> Well	Waste Disposal:	<input type="checkbox"/> Sanitary Sewer <input type="checkbox"/> Septic System	
This camp is:	<input type="checkbox"/> Summer Only <input type="checkbox"/> Year Round	Start date:	End date: <input type="checkbox"/> Resident <input type="checkbox"/> Day Camp	
Camp Director's Name: First / Middle / Last		Camp Director's Email:	Camp Director Cell Phone Number:	
Camp Director's Qualifications (at least 21 years of age; verified experience in a youth program; administrative and/or teaching experience in a youth program):				

Registration Deadline

Renewal Applications

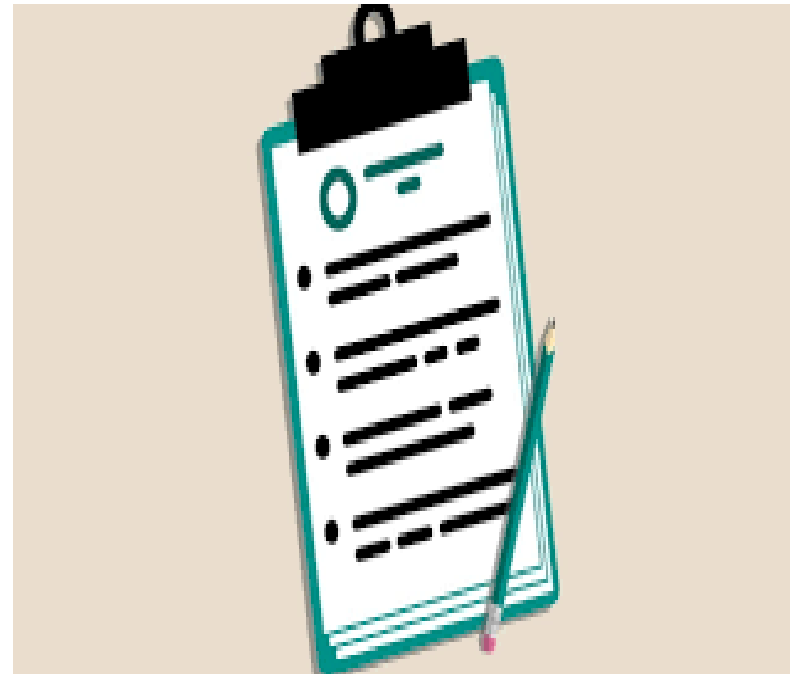
- Deadline for submission is **May 1**
- Continue to process throughout the summer

New Applicants

- Rolling process- can apply at any time

All Applications should be submitted to

Youth.camps@doh.nj.gov



Application/Registration Processing Flow

Application Received

Youth Camp Safety Project via mail/email



Review

Package reviewed for completeness and payment



Processing

Info entered into database viewable Search Active Camps



Operational Inspection Assigned

Generated for state inspector cadre



License/Registration Issued

License is generated and mailed/emailed to registrant along with additional documents



Camp Operator MUST:

Contact their local health official to schedule a pre-operational inspection

Pre-Operational Inspections

Camp Operator MUST:

Contact their local health official to schedule pre-operational inspection



[Local Health Authority Directory\(LHA\)](#) finder tool is accessible by visiting the NJ Office of Local Public Health website

A promotional banner for the Local Health Authority Directory. It features a dark blue background with white text. The main heading is 'LOCAL HEALTH SPOTLIGHT' followed by 'Is it Magic...or Public Health?'. Below this is a paragraph of text: 'How do schools, restaurants, parks and neighborhoods stay safe and clean? Who monitors the air, water and soil for pollutants? Who assures health screenings, vaccinations and access to health resources in your community? Every day, local health officials work behind the scenes to prevent the spread of disease.' To the right of the text is a graphic with the words 'Is it Magic... or Public Health?' in a stylized font. At the bottom left, there is a button that says 'Learn more, watch YouTube Video'. On the right side, there is an orange box with the text 'Find Local Health Departments in New Jersey' and a button labeled 'Local Health Department Directory'. Below that, it says 'Interactive Map of Local Health Jurisdictions'.



Inspectional Activities- Types

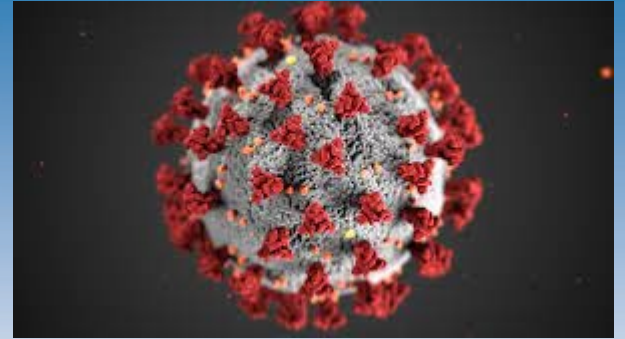
Pre Operational (prior to start)

- ✓ Conducted by the local health authority (LHA)
- ✓ Announced
- ✓ **Scope of the Inspection**
 - Policy and procedure review
 - Facility and Grounds
 - Credentials and Documentation review

Operational (once camp begins)

- ✓ Conducted by the State Dept. of Health- Youth Camp Project
- ✓ Unannounced
- ✓ **Scope of the Inspection**
 - On-site Observations to ensure documented policy/procedures are implemented
 - On-site Observations to ensure compliance with COVID Standards & NJAC 8:25 (when applicable)
 - Full & Audit

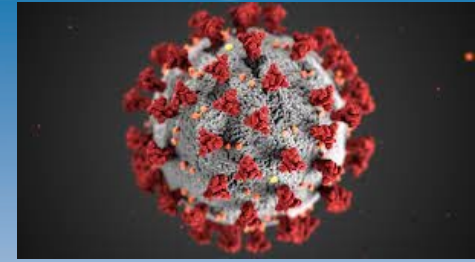
COVID-19 and Youth Summer Camps 2022



COVID-19 Mitigation Strategies are NOT required for Summer 2022

At his final COVID-19 press briefing, Governor Phil Murphy announced the signing of Executive Order No. 292, which lifts the COVID-19 Public Health Emergency in addition to the statewide school and daycare mask mandate, effective on Monday, March 7. This major step has been made possible by the Murphy Administration's comprehensive and successful pandemic response efforts. As a result, youth camps **will not be required to implement COVID-19 mitigation strategies** as a condition of operation during the 2022 summer season.

COVID-19 and Youth Summer Camps 2022

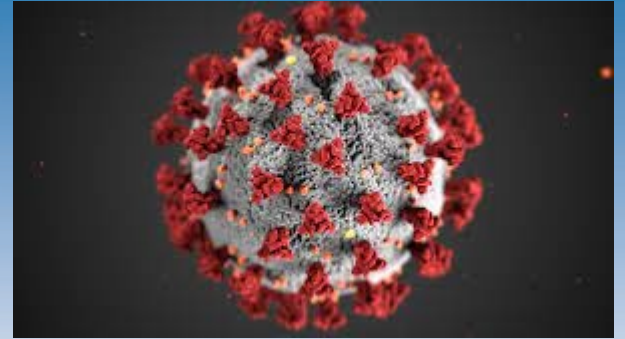


COVID- 19 Mitigation Strategies are NOT required for Summer 2022

We remain vigilant that the virus remains among us and encourage our camps to take steps to minimize it's impact among your camp community

The youth summer camp 2022 [recommendation guidance tool](#) is under development as a resource to camp operators choosing to implement a layered prevention strategy to help prevent the spread of COVID-19.

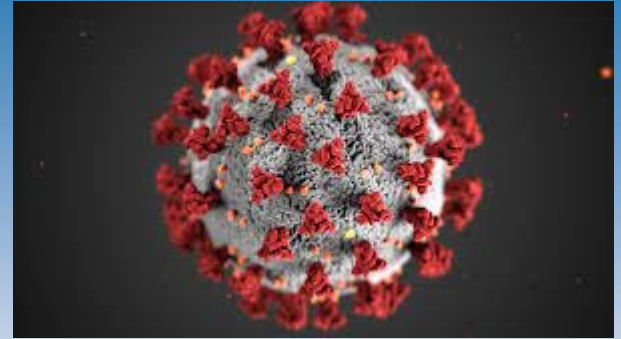
COVID-19 and Youth Summer Camps 2022



COVID- 19 Mitigation Strategies are NOT required for Summer 2022

Commissioner Persichilli indicated that “taking masks off doesn’t mean that other strategies should be abandoned. In fact, they become more important. So, please continue to wash your hands frequently, physically distance, stay home when you’re sick, and get vaccinated and boosted to protect yourselves, your families, your friends, and our children.”

COVID-19 and Youth Summer Camps 2022

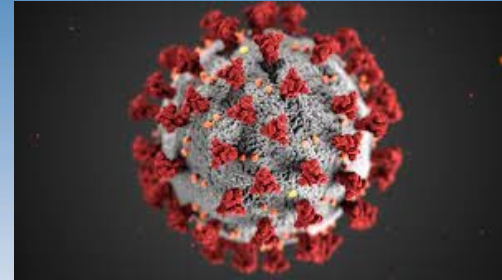


Minimize the impact of COVID-19 within your camp community

- Encourage parents to keep their children home when ill
- Encourage frequent handwashing among all participants
- Encourage outdoor play and activities
- When indoors,
 - ensure adequate ventilation and air circulations
 - physically distance
- Get vaccinated and boosted to protect yourselves, your families, your friends, and our children.”
- Get Tested!!!!



COVID-19 and Youth Summer Camps 2022

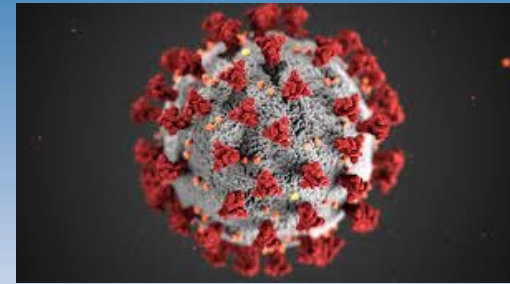


Testing Supports Available!

There is a federal allocation of COVID-19 OTC rapid antigen tests available for camps servicing school-aged children. The over-the-counter (OTC), at-home rapid antigen tests

- Allow flexibility in where testing can take place (at-home)
- Each case comes with 24 kits
 - Each kit contains two (2) tests.
 - Each person should receive one kit (i.e. do NOT split up tests within a box).

COVID-19 and Youth Summer Camps 2022



Testing Supports Available!

These test kits can only be ordered through the New Jersey Department of Health: To order, visit the NJDOH K-12 Federal Test Kit Survey: <http://healthsurveys.nj.gov/NoviSurvey/n/zz323.aspx>.

Over the counter (OTC) tests will likely be either [Abbott BinaxNOW Self-tests](#) or [OraSure InteliSwab rapid tests](#) and may require a two-step process.

Tests must be ordered in multiples of 48. Please order enough to cover the duration of your summer program. All requests for orders must be received by June 17, 2022.

Please contact covid.schooltesting@doh.nj.gov with any questions about this opportunity to secure COVID-19 OTC test kits for your camp population.



N.J.A.C 8:25 Subchapter 2 - Certificate of Approval

- Camp structures and facilities comply with local codes
- Proof of liability insurance policy

Camper's Cabin



New Jersey Department of Health
Consumer, Environmental and Occupational Health Service
Public Health Sanitation and Safety Program
PO Box 369, Trenton, NJ 08625-0369

APPLICATION FOR CERTIFICATE OF APPROVAL TO OPERATE A YOUTH CAMP
(AUTHORITY: N.J.S.A. 26:12-9)

CAMP STATUS	FOR STATE USE ONLY
Status (Please check only one): <input type="checkbox"/> Active / will operate this season <input type="checkbox"/> Inactive / will not operate this season <input type="checkbox"/> Out of Business / no longer in operation Application Type: <input type="checkbox"/> Initial <input type="checkbox"/> Renewal ID#: _____	Amount Received: \$ _____ <input type="checkbox"/> Check <input type="checkbox"/> Money Order No.: _____ Date: ____/____/____ Permanent Camp ID Number: _____
CAMP IDENTIFICATION	
Name and Mailing Address of Owner or Corporation	Camp Location
	County of Camp Location
Telephone Number at Mailing Address	Telephone Number at Camp Location
Camp Name	Camp Director
If any of the above information has changed, check the appropriate box(es) and make the correction(s) below: <input type="checkbox"/> Owner/Corporation Name _____ <input type="checkbox"/> Camp Location _____ <input type="checkbox"/> Mailing Address _____ <input type="checkbox"/> County of Camp Location _____ <input type="checkbox"/> Tel. # at Mailing Address: / _____ <input type="checkbox"/> Tel. # at Camp Location: / _____	



N.J.A.C 8:25 Subchapter 3 – Administration/Roles

Camp Director

- At least 21 years old

Qualifications

- At least 2 seasons in administrative experience in an organized certified camp

or

- Nine months experience in a youth program

or

- One season of administrative experience and one year teaching experience



N.J.A.C 8:25 Subchapter 3 - Administration (cont'd)

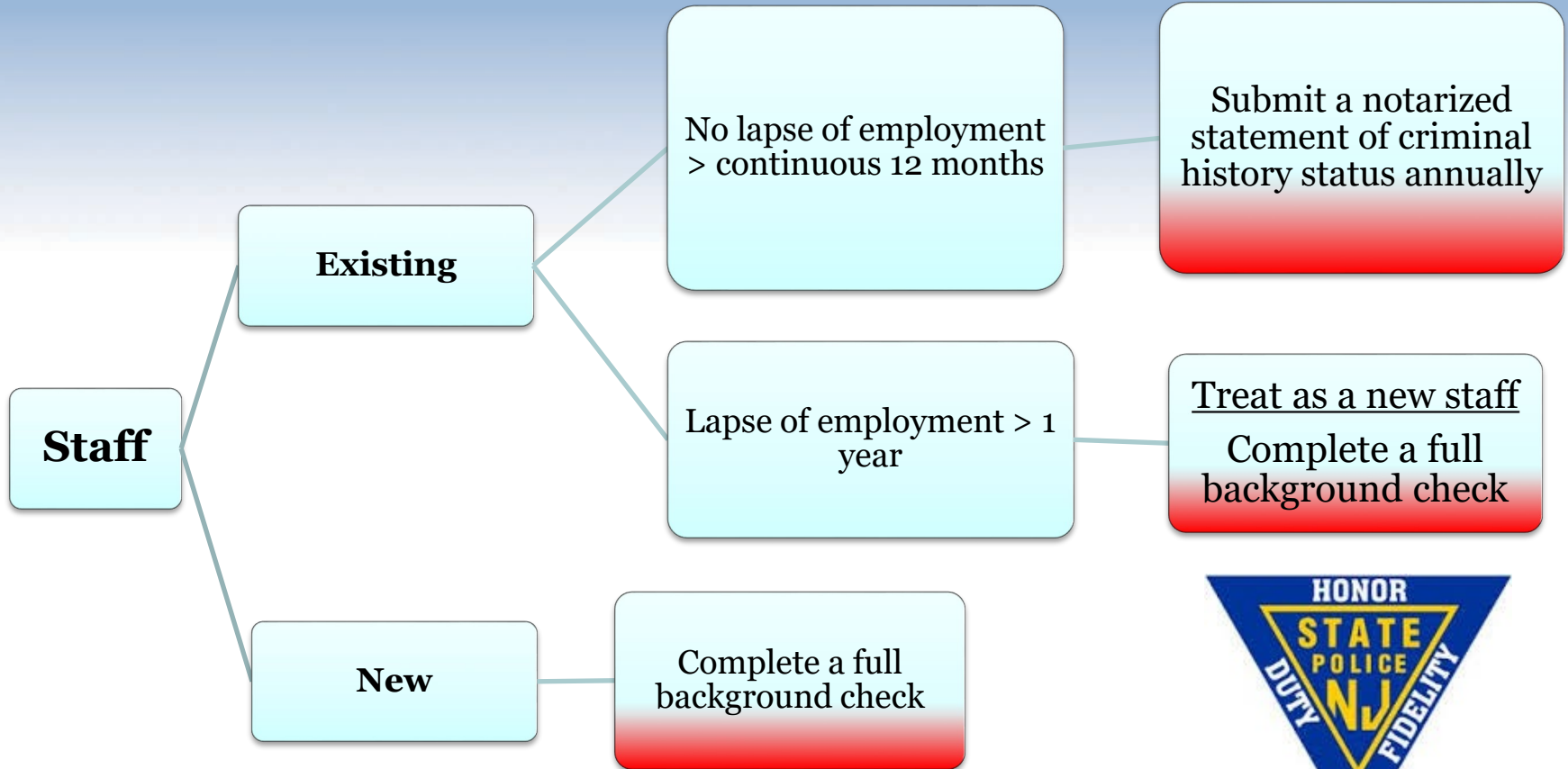


Camp Operator duties when hiring staff

- Three-character reference checks for each new staff member
- Criminal history record information check comparable to the New Jersey State Police **for all new staff age 18 and older**
 - **Returning/Existing Staff** must provide notarized letter indicating no change in CHRI
- Sex Offender Registry Check
 - Required of all staff age 16 and older every year



N.J.A.C 8:25 Subchapter 3 - Administration (cont'd)



Key Points Criminal History Record Information (CHRI) Check

New Jersey residents

- State-wide check (all counties)
- Felonies and misdemeanors
- Indictable offenses and disorderly persons

Out of State residents

- "where practical, also obtain from the staff member's place of residence, a criminal history check or its recognized equivalent"



How to conduct a Criminal History Record Information (CHRI) Check

Request for criminal history record info at NJSP

- <https://nj.gov/njsp/criminal-history-records/>

Contact a private organization who provides a comparable search

Department of Health | Environm x New Jersey Criminal History Reco x +

nj.gov/njsp/criminal-history-records/

Criminal History Records Information

Frequently Asked Questions

NJ Criminal History Records Information

Information

Given Name(s)

The Name

On this page:

- Details about obtaining your Criminal History Record Information (CHRI)
- [In State Residents Requesting Fingerprint-Based New Jersey Criminal History Record Checks](#)
- Out Of State Residents Requesting Fingerprint-Based New Jersey Criminal History Record Checks
- Volunteer Review Operations (VRO) Program - Fingerprint-Based New Jersey and Federal Criminal History Record Checks
- Volunteer Care Provider (VCP) Program / Non-Criminal Justice Volunteer Fingerprint-Based and Name Based New Jersey Criminal History Record Checks
- Name-Based New Jersey Criminal History Record Checks

Related Links

Frequently Asked Questions

Criminal History Record Information (CHRI):

The New Jersey State Police frequently receives inquiries from government, business, and citizens on the regulations and procedures for obtaining an individual's criminal history record. This web site has been developed to assist you in answering the most common questions asked about this process.

New Jersey Administrative Code ([N.J.A.C.](#)) 13:59-1 et seq. authorizes the dissemination of New Jersey **Criminal History Record Information** (CHRI) by the New Jersey State Police (NJSP), Identification & Information Technology Section (I&ITS), State Bureau of Identification (SBI) for noncriminal justice purposes. The following entities are authorized to obtain from the SBI all records of convictions in the New Jersey state courts and, regardless of their age, all records of pending arrests and charges for violations of New Jersey laws, unless such records have been expunged.

- Governmental entities of this state, the federal government, or any other state for any official governmental purpose

Full Fingerprint Background Checks

Currently

- **ONLY Required** of youth camps that are recipients of the childcare subsidy Grant in congruence with the Child Care Development Block Grant (CCDBG) offered by the [NJ Dept. of Human Services](#)

GRANT AVAILABILITY

Department of Human Services, Division of Family Development 2022 NJ Summer Youth Camp Grant Info Sessions

Both sessions will cover the same topics on grant funding availability, how to qualify and requirements. Please register for the session that works best for you. Each session is two hours. You can join for the whole session or join for just for the information you are interested in.

Friday, April 29, 2022

and

Friday, May 6, 2022

1:00 p.m. - 2:00 p.m.: registering your camp to accept childcare assistance

2:00 p.m. - 3:00 p.m.: camp grants

[REGISTER NOW!](#)

Sex Offender Registry Check

- Annual check for every staff member age 16 and older
- **National sex offender registry information at:**
 - Family Watchdog®



Family Watchdog
Your family's best friend



Documenting SOR Check

- Website used
- List of all staff
- Date viewed
- “Yes” or “No”
- Comments if a “Yes”

<u>www.familywatchdog.us</u>				
<u>Staff</u>	<u>Date Viewed</u>	<u>Y</u>	<u>N</u>	<u>Comments if a “Yes”</u>
Ozzy Oswald	5/12/11	X		DNH
Joe Schmo	6/1/11		X	Hired
John Q. Public	5/31/11		X	Rehired

5 minute break

N.J.A.C 8:25 Subchapter 3 - Administration



Camp Director has a duty to have written policies on:

- **NO** deprivation of food, isolation, corporal punishment or abusive physical exercise as a means of punishment
- Statement of **personnel** policies and practices
- **Job descriptions** for all staff members
- **Pre-orientation** for staff members
(shall have verbal and printed materials, the 9 categories listed in 3.2 of the code)
- Basic principles of **emergency first aid, blood borne pathogens, infection control, and hand washing practices**
- Staff training on **child abuse** and neglect issues

N.J.A.C 8:25 Subchapter 3 - Administration (cont'd)

- **Mandatory Reporting of Child Abuse and Neglect**
 - Any person who has reason to believe that child abuse and neglect is occurring is **REQUIRED** to report

Department of Children and Families, child abuse hotline at 1-877-NJAbuse (652-2873) or TTY or TDD 1-800-835-5510.



N.J.A.C 8:25 Subchapter 3 - Administration (cont'd)

- **High Risk Activities**
 - High risk camp activities conducted according to current guidelines
 - Current guidelines for each high-risk activity which the youth camp offers maintained on-site
 - Examples: swimming, archery, horseback riding, riflery, boating





N.J.A.C 8:25 Subchapter 3 - Administration (cont'd)

Supervision (5-17 years old campers)

- For all camp activities, including off-site camp activities
- An adult (>18) assisted by a counselor (>16) for each group of 20 campers, or portion thereof
- >20 campers supervision ratio is 1 additional staff for every additional 10 campers

N.J.A.C 8:25 Subchapter 3 - Administration (cont'd)



Supervision (2.5-4 years old campers)

- For all camp activities, including off-site camp activities
- An adult (>18) assisted by a counselor (>16) for each group of 14 campers, or portion thereof,
- >14 campers supervision ratio is 1 additional staff for every additional 7 campers



N.J.A.C 8:25 Subchapter 3 - Administration (cont'd)

Supervision (<2.5 years old campers)

- For all camp activities, including off-site camp activities
- An adult (>18) assisted by a counselor (>16) for each group of 8 campers, or portion thereof,
- >8 campers supervision ratio is one additional staff for every additional 4 campers

Note: for this population we request that all licensees contact the Department of Children and Families Office of Licensing to ensure you are not required to Obtain a license as a daycare facility.



N.J.A.C 8:25 Subchapter 3 - Administration (cont'd)



Written Procedures

- The camp director will develop, implement, and document in writing a procedure to keep track of the location and safety of all campers during all camp activities



N.J.A.C 8:25 Subchapter 4 - Physical Plant & Environment

Site & Buildings



- Ensure all hazardous areas are guarded or fenced
- Letter of approval or certificate of occupancy (CO) from local plumbing, building, and/or electrical officials (new construction or alterations)
- Reduction/Exclusion of insects and vermin
 - Windows having mesh coverings
 - Doors swing outwards with self-closing devices
- Resident camps – each camper is provided with a bed

N.J.A.C 8:25 Subchapter 4 - Physical Plant & Environment



Health Center must be established and maintained

- For the temporary isolation and treatment of sick or injured
 - May be a room, tent, or building
- Hot water or hand sanitizing facilities
- Medical supplies as determined by physician or Health Director
- Clean mattresses and sheets – 1 mattress per 50 + 1 per every 200 campers

N.J.A.C 8:25 Subchapter 5 - Health

Health Director

- An adult that **must be on duty at all times**
- Designate more than one individual to fill the role
- Must have **professional level CPR certifications**
 - **Current Recognized Certification List**
- Resident vs. Day Camp (see NJAC 8:25-5.2)
- The health director shall not be any individual who has concurrent responsibilities in another high-risk activity at the same time



NJAC 8:25 Subchapter 5 - Health



- A written arrangement for medical transport for serious injury and illness with the local Emergency Medical Service or ambulance squad
- Written parental consent for emergency medical treatment available on-site and to accompany campers on all off-site trips
- Bound medical log: patient's name, date, ailment, treatment AND name of the person who administered the medication
 - Will accept electronically maintained documents
- Written outline of daily health surveillance procedures

NJAC 8:25 Subchapter 5 - Health

First aid supplies shall:

- Be available at all times
and
- Be fully restocked within 48 hours
- The minimum first aid supplies can be found at Appendix B
- First aid kits for all off-site trips (Health Director or physician determines what they need)
- Health history records for campers and staff members



NJAC 8:25 Subchapter 5 - Health

Medication Administration and Storage

- Policy for illness, injury and non-Rx administration
 - Medication name, direction for use and precautions
 - Record the date & time and who administered
- Stored labeled safely and away from curious children
- Inform the parent if the youth camp does not administer the medications
- Destroy any medications unable to return

NJAC 8:25 Subchapter 5 - Health

Serious injury or illness

- **Health Director** shall notify parent or guardian as soon as possible
- Isolate any camper or staff member suspected having a communicable disease
- Document all obvious or unusual observations
- **Report all fatal, serious injuries and outbreak illness to NJDOH – Youth.camps@doh.nj.gov within 24 hrs**



NJAC 8:25 Subchapter 5 - Health



- **Health Records**
 - Both campers & staff
 - Physical, mental conditions and allergies
- **Health Director maintains written health histories for entire season**
- **Campers immunization records**
- **Religious and medical exemptions NJAC 8:57-4.3 (a&b) and 8:57-4.4(a)**

NJAC 8:25 Subchapter 6 - Safety

- Written emergency procedures for fire, evacuation, natural disaster, lost camper
- Conduct drills every 2 weeks
- Approval from State and/or local Fire Marshall - fire extinguishers, smoke detectors in permanent structures
- Burning permits
- A list of emergency phone numbers posted in the main office and waterfront area if applicable

NJAC 8:25 Subchapter 7 - Food and Water



- Food service activities should be in conformance with N.J.A.C. 8:24; which essentially says that food should be store, handled and served in a sanitary manner
- Camp menus
- Dormant youth camp site locations
 - Bacteriological and nitrate testing of drinking water (if open for less than quarter of the year)
- Potentially hazardous foods, N.J.A.C. 8:24-1.5, not allowed on site unless there is cold storage methods available

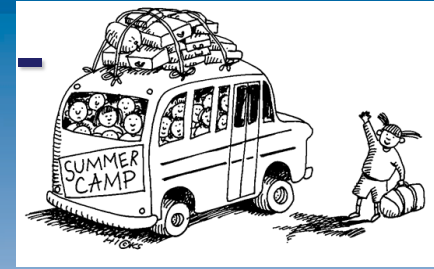
NJAC 8:25 Subchapter 8 - Transportation



Transportation activities must be in compliance with the Motor Vehicles and Traffic Regulations rules [N.J.S.A 39:1-1](#)

- Requires vehicles used to transport kids for youth or day camp activities must receive a school vehicle inspection and the vehicle be issued an endorsement
- School vehicle task force is able to be contacted using this [link for questions, concerns and to schedule your transport vehicle.](#)

NJAC 8:25 Subchapter 8 - Transportation



Browser tabs: New Jersey Administrative Code, Title 39.pdf, NJ MVC | School Bus Inspections

Address bar: <https://www.state.nj.us/mvc/inspection/schoolbus.htm>

Navigation: Fitness at Home | Y..., DCF | UPDATED AP..., Rutgers EPH, COVID Swim team r..., Jobs, CDRSS || Login, Zoom, YouTube, Epi Info™ | CDC, human resources, CDC Activities and I..., Other favorites

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[DRIVER LICENSE / ID](#) [DRIVER TESTING](#) [VEHICLES](#) [MAKE APPOINTMENT](#) [BUSINESS SERVICES](#) [FIND A LOCATION](#)

School Bus Inspections

MVC's School Bus Inspection Unit is responsible for inspecting all vehicles used for school transportation, including:

- School buses
- Small school vehicles
- Dual-purpose vehicles
- Summer camp vehicles registered in the state

Initial inspection

Initial inspections are required prior to issuance of license plates and registration. All school vehicles must be inspected by the MVC School Bus Inspection Unit.

To apply for S1 or S2 license plates and registration for the first time:

- Title your vehicle at any Motor Vehicle Agency.
- Contact the School Bus Inspection Unit at (609) 633-9473 to schedule an inspection. Established school bus companies and school districts can contact their assigned inspection teams.
- After passing inspection, take Form SS-14 "Authorization to Issue School Bus License Plates" to any Motor Vehicle Agency to purchase license plates and registration.

Biannual inspection

Vehicles registered for school transportation are inspected twice a year. View a sample [inspection checklist](#) [213k pdf].

NJAC 8:25 Subchapter 8 - Transportation



- Maintain a record of and all drivers possess a Commercial Driver's License with a "P" and "S" endorsement
- Vehicle transportation records (policy for discharging preschoolers to parents, etc.)
- Evacuation drills for school buses (1-each camp session)
- If transportation is provided – proof of liability insurance for bodily injury or death
- Maintain staffing ratios according to age

NJAC 8:25 Subchapter 8 - Waterfront Safety

All recreational bathing activities must be conducted by a licensed youth camp must be at a regulated public recreational bathing facility

- Swimming pools and bathing beaches in compliance with the [N.J. A.C 8:26 Public Rec Bathing Rule](#)
- Certified lifeguards
- Bacteriological results of swimming water
- Records of pH and chlorine residual tests for swimming pool water

NJAC 8:25 Subchapter 8 - Waterfront Safety

- **Supervision of bathers**



- **Swimming ability assessment**



- **Written policies**
- **“Lost swimmer”**
 - List staff duties & lost swimmer drill every 2 weeks
- **Off-site swimming**
 - Keeping track of the location and safety

NJAC 8:25 Subchapter 10 - Sanitation

- Flush toilets – separate, clean, lid on women’s trashcan
- Existing privies and pit toilets (prior to June 6, 1994)
- Portable toilets acceptable if present for less than 180 days/year



NJAC 8:25 Subchapter 15 - Enforcement

ACA accreditation MAY be accepted in lieu of inspection

- Most recent accreditation report available upon request
 - Department MAY conduct pre-operational and operational inspections of ANY American Camp Association certified camps

Operational inspections- are the inspections where fines and penalties are assessed as the licensing authority

NJAC 8:25 Subchapter 15 - Enforcement



The Department may:

- **Close a camp immediately**
- **Temporarily suspend certificate of approval pending compliance**
- **Revoke the certification**
- **Assess civil administrative penalties**

WebPage and Forms

- [NJDOH – Youth Camps page](#)
- [CURRENT RECOGNIZED CERTIFICATIONS \(CPR - FIRST AID - LIFEGUARDING - TPO\)](#)
- [Annual Accident Report Form](#)

Q&A

Presenters: Danielle Clemons, DOH- Youth Camps

Visit our NJDOH Project Websites at:

[NJ Youth Camps](#)

[Communicable Disease Service](#)

Contact us at

YC Email: youth.camps@doh.nj.gov

Thank You for Participating

