Childcare Regulations/Authority in New Jersey

Definition - Authority

Greek Word – Exousia (exousia)

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 Health-Youth Camp Safety Project

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

Contact: Youth.camps@doh.nj.gov

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
Childcare Regulations/Authority in New Jersey

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.

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

NJ Health
New Jersey Department of Health
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Chapter 25, Youth Camp Safety Act Standards, was repealed, and Chapter 25, New Jersey Youth Camp Safety Standards, was adopted as R.1996 d.226, effective May 4, 1996. See: 30 N.J.R. 812(a), 30 N.J.R. 1602(b).


In accordance with N.J.S.A. 52:14B-5.1h, Chapter 25, New Jersey Youth Camp Safety Standards, was scheduled to expire on January 26, 2016. See: 43 N.J.R. 1104(a).

Chapter 25, New Jersey Youth Camp Safety Standards, was repealed.

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.

CHAPTER TABLE OF CONTENTS

SUBCHAPTER 1. GENERAL PROVISIONS
8.25-1.1 Purpose
8.25-1.2 Scope
8.25-1.3 Incorporated documents
8.25-1.4 Definitions
8.25-1.5 Waiver

SUBCHAPTER 2. CERTIFICATE OF APPROVAL
8.25-2.1 Certificate of approval
8.25-2.2 Application for certificate of approval
8.25-2.3 Issuance of a certificate of approval
8.25-2.4 Annual renewal of certificate of approval
8.25-2.5 Insurance

SUBCHAPTER 3. ADMINISTRATION
8.25-3.1 General care of campers
8.25-3.2 Staff

SUBCHAPTER 4. PHYSICAL PLANT AND ENVIRONMENT
8.25-4.1 Site
8.25-4.2 Buildings
8.25-4.3 Heating plant
8.25-4.4 Equipment

SUBCHAPTER 5. HEALTH
8.25-5.1 Health program
8.25-5.2 Health director
8.25-5.3 Medication administration and storage
8.25-5.4 First aid supplies
8.25-5.5 Health records

SUBCHAPTER 6. SAFETY
8.25-6.1 General provisions
8.25-6.2 Hazardous substances
8.25-6.3 Firefighting equipment
8.25-6.4 Fire safety

SUBCHAPTER 7. FOOD AND WATER
8.25-7.1 Nutrition and meal service
8.25-7.2 Portable water
8.25-7.3 Water sampling records

SUBCHAPTER 8. TRANSPORTATION
8.25-8.1 Vehicles
8.25-8.2 Vehicle-related safety practices
8.25-8.3 Vehicle insurance
8.25-8.4 Recordkeeping
Childcare Regulations/Authority in New Jersey

**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

**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

DUAL PROVIDERS
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.
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

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
  - Riflery
  - Swimming and other aquatic activities
  - Rope courses
  - Motorized vehicles
  - Rock climbing
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)
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

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

FEES SCHEDULE

| Payment Date | Annual Fee Per Location | Day $50.00/Resident | $100.00 | Payment Confirmation Number: |
|--------------|-------------------------|---------------------|---------|

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 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
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](mailto: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

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

Operational Inspection Assigned
Generated for state inspector cadre

NJ Health
New Jersey Department of Health
Pre-Operational Inspections

Camp Operator MUST:
Contact their local health official to schedule a pre-operational inspection.

Local Health Authority Directory (LHA) finder tool is accessible by visiting the NJ Office of Local Public Health website.
### Inspectional Activities - Types

<table>
<thead>
<tr>
<th>Pre Operational (prior to start)</th>
<th>Operational (once camp begins)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Conducted by the <strong>local health authority</strong> (LHA)</td>
<td>✓ Conducted by the State Dept. of Health- <strong>Youth Camp Project</strong></td>
</tr>
<tr>
<td>✓ Announced</td>
<td>✓ Unannounced</td>
</tr>
<tr>
<td>✓ <strong>Scope of the Inspection</strong></td>
<td>✓ <strong>Scope of the Inspection</strong></td>
</tr>
<tr>
<td>- Policy and procedure review</td>
<td>- On-site Observations to ensure documented policy/procedures are <strong>implemented</strong></td>
</tr>
<tr>
<td>- Facility and Grounds</td>
<td>- On-site Observations to ensure compliance with COVID Standards &amp; NJAC 8:25(when applicable)</td>
</tr>
<tr>
<td>- Credentials and Documentation review</td>
<td>- Full &amp; Audit</td>
</tr>
</tbody>
</table>
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 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 its 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 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.”
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
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).
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](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](mailto: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
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
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)

Staff

Existing
- No lapse of employment > continuous 12 months
  - Submit a notarized statement of criminal history status annually

Lapse of employment > 1 year
- Treat as a new staff
  - Complete a full background check

New
- Complete a full background check
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
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](https://www.nj.gov/humanservices/)

[Image 0x0 to 720x540]
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®
Documenting SOR Check

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

<table>
<thead>
<tr>
<th>Staff</th>
<th>Date Viewed</th>
<th>Y/N</th>
<th>Comments if a “Yes”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ozzy Oswald</td>
<td>5/12/11</td>
<td>X</td>
<td>DNH</td>
</tr>
<tr>
<td>Joe Schmo</td>
<td>6/1/11</td>
<td>X</td>
<td>Hired</td>
</tr>
<tr>
<td>John Q. Public</td>
<td>5/31/11</td>
<td>X</td>
<td>Rehired</td>
</tr>
</tbody>
</table>

[www.familywatchdog.us](http://www.familywatchdog.us)
5 minute break
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 TIY 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
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
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
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.
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.
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
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
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

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N.J.A.C 8:25 Subchapter 5 - Health
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
First aid supplies shall:

- Be available at all times
- 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
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
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](mailto: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)
• 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 stored, 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.
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.
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].
• 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
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
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
The Department may:

• Close a camp immediately

• Temporarily suspend certificate of approval pending compliance

• Revoke the certification

• Assess civil administrative penalties
• 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