

PRE-OPERATIONAL YOUTH CAMP INSPECTION

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

CAMP ID	CAMP NAME	ACTIVITY TYPE -----	EVALUATION -----
CAMP OWNER		PHONE NUMBER	E-MAIL
ADDRESS		CITY	ZIP -----
CAMP DIRECTOR NAME		HEALTH DIRECTOR NAME	FOOD SERVICE VENDOR
INSPECTOR NAME		REHS LIC.	LOCAL HEALTH AUTHORITY NAME
			FOLLOW-UP REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO

TIME/ACTIVITY REPORT (1-TRAVEL, 2-INSPECTION, 3-ADMINISTRATION, 4-PERSONAL) TOTAL HOURS:

DATE	CODE	BEGIN	END	DATE	CODE	BEGIN	END	DATE	CODE	BEGIN	END

#	N.J.A.C. 8:25		YES	NO	N/A	N/O
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CERTIFICATE OF APPROVAL

1.	2.1	Camp has a current certificate of approval (camp license) from the NJDOH.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
2.	DCF	If accepting children under 2.5 years of age – the facility is licensed by the NJ Department of Children and Families Office of Licensing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
3.	2.5	Camp has obtained documented liability insurance in an amount consistent with the expected risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

GENERAL CARE OF CAMPERS

4.	3.1(a)	Camper discipline policies and practices are stated in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
5.	3.2(b)	A written statement of personnel policies and practices is maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
6.	3.2(b)	Written job descriptions of each staff classification have been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

STAFF ORIENTATION

7.	3.2(c)	Staff pre-season orientation and training has or will be conducted and documented. At minimum, the following has been included in the orientation: personnel policies and practices, job descriptions, disciplinary policies, basic principles of emergency first aid, blood-borne pathogens, infection control, and hand washing, emergency procedures, daily health surveillance procedures, lost camper and lost swimmer policies. <i>(Note: please indicate in the note section if the activity has or has not yet occurred)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

#	N.J.A.C. 8:25		YES	NO	N/A	N/O
8.	3.2(d)2	Staff training program implemented and documented on issues related to child abuse and neglect, such as, but not limited to, understanding the staff members' responsibilities, reporting, recognition, and observation of campers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
STAFF BACKGROUND CHECK						
9.	3.2(f)	Written procedures are documented for the review of the background of each staff member.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
10.	3.2(j,k)	Criminal history background check completed through New Jersey State Police or equivalent has been or will be conducted for each adult staff member (18 years of age and older). (Note: please indicate in the note section if the activity has or has not yet occurred)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
11.		For child care subsidy recipient camps a full fingerprint background check has or will be conducted for adult staff (18 years of age and older) supervising subsidy children in congruence with the Child Care Dev. Block Grant (CCDBG).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
12.	3.2(k)2	Written and notarized statement, provided by continuously employed or returning adult staff, indicating that there has been no change in criminal history status since the criminal history name check was conducted is maintained by the camp operator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
13.	3.2(l)	National Sex Offender registry check has or will be completed for all staff members age ≥16. (Note: please indicate in the note section if the activity has or has not yet occurred)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
SUPERVISION OF CAMPERS						
14.	3.2(o)	Camp operator is aware of camper : staff ratios for <u>ages 5-17</u> : 1 adult: 1 counselor: 20 campers? (Note: each additional group of 10 campers requires at least one additional staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
15.	3.2(p)	Camp operator is aware of camper : staff ratios for <u>ages 2 1/2 -4</u> : 1 adult: 1 counselor: 14 campers? (Note: each additional group of 7 campers requires at least one additional staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
16.	3.2(q)	Camp operator is aware of camper : staff ratios for <u>ages birth to 2</u> : 1 adult: 1 counselor: 8 campers? (Note: each additional group of 4 campers requires at least one additional staff)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
SITE and BUILDINGS						
17.	4.1(a)	Location does not present fire, health and safety hazards. All hazardous areas are guarded or fenced off and warning signs are posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
18.	4.2(a)	All structures and facilities are in compliance with local building, zoning and health codes and ordinances; further letters of approval or a certificate of occupancy (CO) issued by the local authority has been received.				

#	N.J.A.C. 8:25		YES	NO	N/A	N/O
Comments:						
19.	13.2	Buildings are in compliance with the requirements of the New Jersey Uniform Construction Code, N.J.A.C. 5:23 and the New Jersey Uniform Fire Code, N.J.A.C. 5:70, as applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
20.	4.4	Power and or other hazardous equipment stored on-site are adequately protected and out of the reach of potential curious campers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
HEALTH						
21.	5.2(b)	Health Director at a <u>day camp</u> is certified in standard-level First Aid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
22.	5.2(a)	Health Director, <u>at a resident camp</u>, is on duty at all times and holds <u>at least one of the following certifications</u>: <ul style="list-style-type: none"> a. Physician licensed in New Jersey b. Registered nurse licensed in New Jersey c. Certified athletic trainer by the Board of Certification d. Individual certified in either one of these certifications <ul style="list-style-type: none"> 1. Advanced Level F/A 2. Paramedic 3. EMT 4. First Responder/CIM 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
23.	5.2(c)	Health Director at a <u>day and/or resident camp</u> is an adult and certified in professional-level infant, child, and adult cardiopulmonary resuscitation (CPR).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
24.	5.1(d)	A written procedure for routine daily surveillance of campers and staff has been established. <i>(Note: this check can be conducted as a roll call activity; should be an activity that alerts the staff member of bruises, illness, etc. Any signs of child abuse should be reported)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
25.	5.1(d)2	Health Director has developed a system (forms, logs) for documenting all obvious and unusual observations made during the daily health surveillance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
26.	5.3(b)	Health director has established written medical policies and procedures on the treatment of illness and injury and the administration of non-Rx drugs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
27.	5.5(b)	Written health histories for staff and campers are maintained on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
28.	5.5(g)	Campers' immunization records and/or religious exemptions are maintained on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
29.	5.4(b)	Minimum first aid supplies set forth in Appendix E "Health Center Supplies" are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
30.	4.2(f)	Health center is established for the temporary isolation and treatment of sick or injured campers and/or staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

#	N.J.A.C. 8:25		YES	NO	N/A	N/O
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SAFETY

31.	6.1(a)	Written emergency procedures that address, at a minimum, evacuation of the camp, fires, natural disasters, serious accidents, illness or injury, and lost camper(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

32.	7.2(b)	Policy and procedure for safety evacuation drills (bus/fire) performed by campers and staff which indicate the frequency of such activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

33.	6.4(a)	Documented certification of compliance with all local and State fire codes and rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

34.	6.1(c)	Camp shall have a list of emergency phone numbers posted at minimum in the main office, health center and waterfront area (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

35.	6.3	Fire extinguishers serviced, strategically placed and easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

36.	6.4	Smoke detectors are operable, checked and in good working order where applicable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

NUTRITION AND MEAL SERVICE

37.	7.1(a)	Foods and food service conform to the Sanitation in Retail Food Establishments and Food and Beverage Vending Machines, N.J.A.C. 8:24.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

POTABLE WATER

38.	7.2(a)	Potable water supply meets the New Jersey Safe Drinking Water Act, N.J.S.A. 58:12A-1 et seq. regarding construction, operation, and water quality (Note: Ex. of appropriate documentation could be a water bill or water testing documentation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

39.	7.2(b)	Camp that is open for less than a calendar quarter every year has provided evidence of a water bacteriological and nitrate analysis deemed satisfactory by the standards of New Jersey Safe Drinking Water Act, N.J.S.A. 58:12A-1 et seq. prior to opening for the season.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

40.	7.3	Water sampling results are maintained on site and available for review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

TRANSPORTATION

41.	8.1	Transport vehicles conform to the requirements of Motor Vehicles and Traffic Regulation, N.J.S.A. 39:1-1 et seq., and the Motor Vehicle Commission rules promulgated thereunder at N.J.A.C. 13:21.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

42.	8.2(b)	Written policy has been established for transportation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

#	N.J.A.C. 8:25		YES	NO	N/A	N/O
43.	8.3	Youth camp, person(s), or agency which provides transportation for campers maintains vehicle liability insurance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
44.	8.4	The following records are maintained: <ul style="list-style-type: none"> ▪ Transportation routes; ▪ Names of the campers being transported; ▪ The name and address of the driver; ▪ A photo static copy of his or her valid school bus driver license; ▪ If a contractor is used to provide transportation services, the name and address of the contractor. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
45.	8.4(b)	All drivers possess a valid Commercial Driver's License with a "P" and "S" endorsement and a copy of the license is maintained on file.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
SPORTS AND OTHER RECREATIONAL ACTIVITIES						
46.	3.2(n)	Policy documenting that high risk activities are conducted by staff knowledgeable of measures used to ensure the safety of participants; if the activity is specialized documentation should be available of the most recent guidelines of the safe execution of such specialized activity; specialized high risk activities should be overseen by an activity specialist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
47.	9.1(a)	Swimming pools and bathing beaches used by youth camps conform to all applicable municipal ordinances, State statutes and the Public Recreational Bathing rules, N.J.A.C. 8:26.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
48.	9.2(f)	Policy documenting off-site swimming activities require prior notification of arrival to the operator of the public recreational bathing facility. Policies and procedures for the monitoring of campers and swimmer ability assessment during off-site swimming is documented. (Note: if no, please indicate which part of the question is not in compliance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
49.	9.2(g)	Written policies and procedures are maintained for lifeguarding, monitoring and supervision, swimming ability assessment and waterfront activities for on-site swimming activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
50.	9.4(b)	On-site waterfront activities are equip with inherently buoyant Type I,II,III or V personal flotation devices that are in good repair, varied sizes and in quantities sufficient for each staff and camper. (Note: Inquire about how many will be allowed to participate in a waterfront activity at a time. Use the count as a gauge of sufficient quantity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
51.	9.4(c)	A lifeboat or rescue craft is observed for use during on-site waterfront activities. Accompanying safety equipment (rescue ring with 25 ft. of rope)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
MAINTENANCE AND SANITATION PROCEDURES						
52.	13.5(a)	Camp structures and grounds are maintained in a clean, safe, and sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						
53.	13.5(a)	Recreational equipment is maintained in safe operating condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#	N.J.A.C. 8:25		YES	NO	N/A	N/O
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Comments:

54.	13.5(a)	Safety inspection of recreational equipment, including playground, is established and a way of documenting the weekly inspection has been developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

INSECT, RODENT, AND WEED CONTROL

55.	13.3(a)	Mosquito breeding is controlled by keeping the grounds free of cans, jars, buckets, old tires, and other articles, which may hold water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

56.	13.3(b)	Fly breeding is controlled by eliminating unsanitary practices. Every door, window, or other opening to the outside, which is used for ventilation, is outfitted with a screen of at least 16 mesh.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

57.	13.3(c)	All enclosed buildings are maintained so as to eliminate rodent harborage, including buildings where food is stored or served.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

58.	13.3(d)	Weed growth is controlled along pathways and within each campsite to reduce tick and chigger populations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

ADDITIONAL PROVISIONS

59	11.1(a)	Buildings housing showers are adequately constructed, in good repair, clean and have adequate lighting and ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

60.	12.1(a)	Operators have made adequate arrangements for the storage, collection and disposal of solid waste. Receptacles are observed onsite, centrally located for anticipated activities and in sufficient supply and frequency to address anticipated number of campers and staff over the period of operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

61.	13.4	Living quarters, mess halls and/or kitchens are not located within 100 feet of housing for farm animals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

62	13.4(a-e)	Camp activities being conducted on site a farm or any space where campers may come into routine contact with farm animals have documented the policies and procedures to minimize the potential of illness and injury.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

Remarks	
Name of Inspecting Official	Name and Title of the Person Receiving Copy of Report
Email of Inspecting Official	Email of the Person Receiving Copy of Report