

# NJ Youth Camp Pre-Operational Inspection

## Scored Checklist (LHA Use Only)

<b>Youth Camp CAMPID:</b>	<b>Person In Charge (PIC) Name:</b>
<b>Youth Camp Name:</b>	<b>PIC Role:</b>
<b>Jurisdiction:</b>	<b>Date:</b>

**Inspection Type:** Pre-Operational

**Maximum Score:** 100 points

**Passing Threshold:** 75 points <75 → Not Approved (Refer to NJDOH)

**Critical Items** ★ : Must be compliant regardless of score

## INSPECTION GUIDANCE

### **Inspectors SHOULD:**

- Verify documents, plans, and systems exist
- Evaluate fixed/site conditions
- Confirm readiness to open

### **Inspectors SHOULD NOT:**

- Require completed camper records
- Require fully onboarded staff
- Evaluate supervision in practice
- Observe live program operations

**SECTION 1: ADMINISTRATIVE & LICENSING (20 points)**

- YC Certificate of Approval / Application Status Verified (2 pts) ★

Comments:

- Local/County Zoning or Ordinance Compliance (Site Approval) (5 pts) ★

Comments:

- Proof of Insurance (5 pts) ★

Comments:

- Camp Director Identified & Qualified (3 pts) ★

Comments:

**Section Total: \_\_\_ / 15**

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**SECTION 2: WRITTEN POLICIES & PROCEDURES (20 points)**

- Discipline Policy (5 pts)

Comments:

- Personnel Policies / Job Descriptions (5 pts)

Comments:

- Staff Training Plan Documented (5 pts)

Comments:

- Supervision Plan Defined (ratios/structure) (5 pts)

Comments:

**Section Total: \_\_\_ / 20**

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**SECTION 3: HEALTH & MEDICAL PROGRAM (15 points)**

- Health Director Designated (5 pts) ★

Comments:

- Written Health Program Plan (5 pts) ★

Comments:

- Bound Medical Log (3 pts)

Comments:

- Required Forms Prepared (health history, consent) (5 pts)

Comments:

**Section Total: \_\_\_ / 18**

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**SECTION 4: FACILITY & ENVIRONMENTAL HEALTH (25 points)**

- Certificate of Occupancy / Approvals (5 pts)

Comments:

- Water Supply Safe/Approved (5 pts) ★

Comments:

- Sewage Disposal Functional (5 pts) ★

Comments:

- General Site Sanitation Acceptable (3 pts)

Comments:

- Solid Waste Disposal System (3 pts)

Comments:

**Section Total: \_\_\_ / 21**

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**SECTION 5: SAFETY & EMERGENCY PLANNING (10 points)**

- Emergency Procedures (injury, fire, weather) (5 pts) ★

Comments:

- High-Risk Activity SOPs (if applicable) (3 pts)

Comments:

- Transportation (vehicle inspected, insurance) (5 pts)

Comments:

- Transportation Plan (if applicable) (3 pts)

Comments:

**Section Total: \_\_\_ / 16**

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**SECTION 6: PERSONNEL SYSTEMS (10 points)**

- Background Check Process Established (5 pts) ★

Comments:

- Hiring & Screening Procedures Documented (5 pts)

Comments:

**Section Total: \_\_\_ / 10**

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 **FINAL SCORE**

**Total Score: \_\_\_ / 100**

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**DETERMINATION**

- **85–100** → Approved
- **75–84** → Conditionally Approved (LHD follow up required to correct minor deficiencies)
- **<75** → Not Approved (Refer to NJDOH at [youth.camps@doh.nj.gov](mailto:youth.camps@doh.nj.gov))

**! CRITICAL DEFICIENCIES (AUTO-FAIL)**

If any starred (★) item is non-compliant: Not Approved regardless of score.

For any additional comments, please use the following below.

Comments: