

REQUIRED DOCUMENTS CHECKLIST AND INDEX PAGE

NAME OF CAMP: _____ **CONTACT#:** _____

Please provide CORRESPONDING PAGE NUMBERS for each of the following below. An index page MUST accompany ALL three ring camp binders.

Code Reference	Description of Document	Page Number
.090(A)	Procedures for background review of staff and volunteers (Available/Followed)	
.091	Staff and volunteer orientation plan and review	
.093	Abuse and neglect prevention/reporting procedures	
.191(B)(C)	Discipline Policy with: appropriate discipline methods and prohibitions	
.210(A)	Fire evacuation plan and drills -Drills conducted within the first 24 hours of each session	
.215	Written compliance from local fire dept	
.210(B)	Disaster Plan/Emergency Plans - Including information on transportation	
.210(C)	Lost Camper Plan	
.210(C)	Lost Swimmer Plan	
.210(D)	Traffic Control Plan with site map showing key locations	
.211 (A)	Camper doesn't show up for camp	
(B)	Camper doesn't show up at point of pick up	
(C)	Child not registered arrives	
.190(B)	Camper released only to parents or parent-designated individual in writing Other plan - approved in writing by BOH	
.190(C)	Copy of promotional material showing statement re: regulatory compliance and licensing	
.190(D)	Inform parents of right to review background check, health care, discipline policies and grievance procedures upon request	
.190(E)	Protocol for unrecognized persons at camp	
.159 (B)	Health Care Policy <ul style="list-style-type: none"> • Approved by BOH and HCC • Policy provided to all full time staff during orientation • Policy provided to parents prior to camp opening 	
.159(A)	Health Care Consultant Agreement (USE FORM PROVIDED BY THE WELLESLEY HEALTH DEPT)	
.160	Guidelines for Storage and Administration of Medications <ul style="list-style-type: none"> • Medication Administration Competency Skill Checklist • DPH Standards for Training Health Care Supervisor in Medication Administration Checklist 	
.163	Sun Protection Policy <ul style="list-style-type: none"> • Parent/guardian signed authorization 	
.212 (A-D)	Field Trips <ul style="list-style-type: none"> • Written itinerary and contingency plans. • First Aid Kit, designated health care supervisor, medical records and medications must be accessible during field trip. 	
.430	Swimming Pool & Beach: Water Safety Plan. Swim testing policy and documentation	
.457	Day Camp shelter plan for on-going camp activities during inclement weather.	