



HEALTH AND SAFETY CHECKLIST FOR FUNDED SUMMER CAMPS

Instructions: If the program meets the requirement listed, mark a ✓ in the Yes column. If the program does not yet meet the requirement listed, mark a ✓ in the No column. If the requirement does not apply to the program, mark a ✓ in the NA column. If you have questions about a requirement, use the space in the Questions box to record your thoughts and save to discuss with your EEC Funded Program Monitor.

| PREVENTION AND CONTROL OF INFECTIOUS DISEASES | Yes | No | NA | Questions |
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| Proper Handwashing | | | | |
| Do all staff and campers wash their hands properly, according to DPH guidelines? | | | | |
| Do all staff and children wash their hands with adequate frequency, at minimum before eating and after toileting? | | | | |
| Are the sinks used for handwashing separate from the sinks used for food preparation and food service? | | | | |
| Proper Storage of Personal Belongings | | | | |
| Is there enough accessible space for campers to store their personal belongings in a safe, sanitary manner (so they do not touch)? | | | | |
| Are personal belongings properly labeled for individual use? | | | | |
| Is there enough space for staff to store their belongings in a safe and sanitary manner, inaccessible to younger campers? | | | | |
| Policies for the Prevention and Control of Infectious Diseases | | | | |
| Does the program have written policies for the prevention and control of contagious illnesses and infectious diseases? | | | | |
| Does the program follow exclusion policies for serious illnesses and contagious diseases? | | | | |
| Does the program have a protocol to notify parents in the event of exposure to communicable disease? | | | | |
| Does the program follow DPH recommendations regarding procedures for using insect repellants and conducting tick checks? | | | | |
| Does the program follow all recommended health precautions to protect individuals from infectious disease? | | | | |
| Does the program require written documentation to show proof of staff and camper immunizations? | | | | |
| ADMINISTRATION OF MEDICATION | Yes | No | NA | Questions |
| Proper Labeling of Medications | | | | |
| Are all prescription medications kept in the containers in which they were originally dispensed and labeled by the pharmacist, including the date the prescription was filled and clear instructions for administration? | | | | |
| Are all over the counter medications dated and kept in the original manufacturer's packaging? | | | | |
| Proper Storage of Medications | | | | |
| Are all medications stored inaccessible to campers and at the proper temperatures? | | | | |
| Are all medications stored separately from food? | | | | |
| Are all emergency or life-saving medications, such as asthma inhalers and epinephrine auto-injectors, immediately available for any camper for whom they have been prescribed? | | | | |

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| Policies for the Documentation, Administration, Handling, and Disposal of Medications | | | | |
| <p>Does the program have written policies for the documentation, administration, handling, and disposal of all medications, in accordance with EEC Requirements and Department of Public Health Regulations?</p> <p>Are all medications administered to a camper during camp hours provided by the child's parent/guardian?</p> <p>Are all medications administered to campers as directed by written parent/guardian authorization?</p> <p>Is all medication administration documented, including any missed doses, if applicable?</p> <p>Is there always at least one adult staff member with training in medication administration present at any and all times when campers are in the care of the program?</p> | | | | |
| Policies Regarding Allergies, Chronic Medical Issues, and Individual Health Care Needs | | | | |
| <p>Does the program have and follow a written health care policy that includes a plan for meeting individual camper's specific health care needs? Does the plan include:</p> <ul style="list-style-type: none"> Procedures for identifying campers with allergies and protecting campers from that to which they are allergic? Procedures to be followed in case of illness, injury, or emergency, method of transportation, notification of parents, and procedures for when parents cannot be reached? A list defining mild symptoms with which ill campers may remain in care and more severe symptoms that require a notification for the camper to be picked up? A plan to ensure that all appropriate measures will be taken to meet the health requirements of campers with disabilities? Procedures for using insect repellent, sunscreen, and conducting tick checks? A plan for how the program will meet the individual needs of mildly ill campers? <p>Does the program ensure that information about allergies and other known medical conditions are easily and readily available at all times, and accompany campers anytime they leave the facility in the care of the program?</p> | | | | |
| PREVENTION AND RESPONSE TO EMERGENCIES | Yes | No | NA | Questions |
| Emergency preparedness plans, policies, and procedures | | | | |
| <p>Are all staff prepared to handle emergency situations?</p> <p>Does the program have a written plan detailing procedures for meeting potential emergencies? Do the plans address:</p> <p>How the program will handle a missing camper emergency?</p> <p>How the program will handle a lost swimmer emergency?</p> <p>How the program will handle evacuation from the camp premises in the event of a fire, natural disaster, loss of power, heat or hot water or other emergency situation?</p> <p>Is the plan kept current and does it meet the needs of all campers and staff, including those that may need additional assistance?</p> | | | | |
| Emergency information posted | | | | |
| <p>Is the following information posted in an easily seen location at all times?</p> <ol style="list-style-type: none"> "Call 911" reminder; the telephone number and address of the Program, including the location of the Program in the facility, if applicable; the telephone number of the Poison Control Center; in a manner that protects the privacy of each camper: <ol style="list-style-type: none"> a list of all emergency or life-saving medications, including but not limited to epinephrine auto-injectors, inhalers, and anti-seizure medications, that specifies to which campers they belong; and a list of allergies and/or other emergency medical information provided by the Parent for each camper; the location of the health care policy; the location of the first aid kit(s). | | | | |

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| Exits accessible and safe | | | | |
| Are exits and evacuation routes from all indoor and outdoor areas used for summer camp purposes accessible, safe, and easily identified? | | | | |
| Are exit signs posted in rooms that have direct access to the outdoors? | | | | |
| Are emergency and evacuation procedures posted next to each exit? | | | | |
| Are all exits and evacuation routes kept clear of obstructions at all times? | | | | |
| Emergency drills practiced monthly | | | | |
| Are practice emergency, evacuation, relocation, and lockdown drills held with all groups of campers and all staff at least monthly? | | | | |
| Are drills held during different times of the program day, and use alternative exits and evacuation routes? | | | | |
| Are all drills documented in accordance with EEC requirements? | | | | |
| First Aid kit properly assembled and easily accessible | | | | |
| Are first aid kits properly assembled, in accordance with EEC requirements? | | | | |
| Are first aid kits portable and readily available at all times? | | | | |
| Do first aid kits accompany the campers anytime they leave the facility in the care of program staff? | | | | |
| Emergency Communications | | | | |
| Do staff have access to a working phone at all times when they are responsible for supervising campers, whether on or off the premises? | | | | |
| Does the program have a mechanism to notify the entire camp in the event of an emergency on the premises? | | | | |
| BUILDING AND PHYSICAL PREMISES SAFETY | Yes | No | NA | Questions |
| Certifications and Inspections | | | | |
| Is the program able to provide evidence of the following certificates and inspections? | | | | |
| <ul style="list-style-type: none"> • Fire Inspection • Building Inspection • Water Source Inspection • Board of Health Inspection • Pool and Pool Roof inspection, if applicable | | | | |
| Indoor and Outdoor Space | | | | |
| Are all indoor and outdoor spaces used by campers monitored daily to ensure that they are safe, clean, in good repair, and free from hazards? | | | | |
| Are toxic substances stored so they are inaccessible to children and separately from food and medications? | | | | |
| If there are animals present during camp operating hours, does the program maintain all records of vaccination required by state law? | | | | |
| Are campers supervised closely at all times when they are interacting with animals? | | | | |
| Are room temperature in rooms occupied by campers maintained at a minimum of 65°F? | | | | |
| Are all indoor spaces used for camp purposes clean and maintained free from vermin (i.e. rodents, insects, etc.)? | | | | |
| Indoor and Outdoor Equipment | | | | |

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| <p>Are all equipment, materials, furnishings, and toys used by campers maintained so they are safe, sturdy, easy to clean, and in good repair?</p> <p>Does the program frequently check the Consumer Product Safety Commission to identify any equipment and materials that may be dangerous to children?</p> <p>Are all fences, structures, play equipment, and furnishings used by campers free of entrapment hazards (openings between 3½” and 9”)?</p> <p>Are trampolines prohibited for camper use, as required by EEC?</p> <p>Is playground equipment securely anchored and located within Use Zones that are covered with an adequate depth of an impact-absorbing material, in accordance with EEC policy</p> <p>Is all equipment used for High Risk Activities stored so it is completely inaccessible to children at all times when not in use?</p> | | | | |
| Pool and Water Safety | | | | |
| <p>Whenever pools are not in use, are they made inaccessible to children?</p> <p>Are campers directly and actively supervised at all times during activities involving water, including but not limited to tubs, pools, showers, or standing water?</p> <p>Are staff/camper ratios sufficient to maintain the safety of children in or near water?</p> <p>When campers are swimming in a swimming pool:</p> <ul style="list-style-type: none"> Is there at least one additional adult present who knows the location of the pump and can turn the pump off in the event of any emergency? Is there at least one additional adult on the premises who can assist in the case of an emergency? <p>Whenever campers participate in swimming or water activities, is there always at least one staff member supervising the activity who is currently certified as a lifeguard and currently certified in CPR and first aid?</p> | | | | |
| APPROPRIATE SUPERVISION, DISCIPLINE, AND PREVENTION OF CHILD MALTREATMENT | Yes | No | NA | Questions |
| Supervision | | | | |
| <p>Do all staff exercise appropriate supervision of the campers in their care in order to ensure their health and safety at all times?</p> <p>Are staff aware of campers’ activities at all times and in sufficient proximity to campers at all times in order to be able to intervene quickly when necessary?</p> <p>Do staff position themselves to maximize their ability to see and hear the campers in their care?</p> <p>Does staff avoid engaging in any other activities or tasks that could unnecessarily divert their attention from supervising campers?</p> <p>Are specially qualified staff present for the duration of the time whenever campers participate in and/or have access to the area used for specialized high risk activities?</p> | | | | |
| Appropriate Discipline | | | | |
| <p>Does all staff provide guidance to campers in a positive and consistent way?</p> <p>Is discipline appropriate and based on an understanding of the individual needs and development of children?</p> <p>Are all staff aware of practices which are prohibited, including subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks?</p> | | | | |
| Prevention of Child Maltreatment | | | | |
| <p>Is the program operated in ways that protect children from abuse or neglect?</p> <p>Are all staff aware that any form of abuse or neglect of children while in care is strictly prohibited?</p> <p>Are all staff aware of their responsibilities as mandated reporters?</p> <p>Are all families and staff aware of the program’s mandated reporter policy?</p> | | | | |

| TRANSPORTATION | Yes | No | NA | Questions |
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| Vehicle Requirements | | | | |
| Have all vehicles used for the transportation of campers: <ul style="list-style-type: none"> • Been registered? • Passed an annual inspection in accordance with the laws of the state? | | | | |
| Transportation plan, policies, and procedures in place | | | | |
| Does the program require and maintain record of written parental consent for each camper's individual transportation plan? | | | | |
| Whenever transportation is provided or contracted by the program, does the program take measures to ensure: <ul style="list-style-type: none"> • The operator of any vehicle transporting campers is licensed in accordance with the laws of the state? • At least one person on each vehicle is currently certified in first aid and CPR? • The driver of the vehicle takes attendance before and after each trip and conducts a complete vehicle inspection after every trip to ensure that campers are not left alone in a vehicle at any time? • Campers' emergency contact information is carried in the vehicle whenever campers are present? • The driver of the vehicle releases campers only to persons known or identified to the driver and authorized by the parent(s) in writing to receive the camper? | | | | |
| Provisions for transportation safety | | | | |
| Does the program ensure that there are adequate provisions for transportation safety on each vehicle during transport of campers, including but not limited to a first aid kit, a working mechanism to make emergency telephone calls, and a seat belt cutter? | | | | |
| Are sharp, heavy, or potentially dangerous objects placed in the trunk or cargo area and securely restrained? | | | | |
| Do all drivers, campers, and passengers wear seat belts during transportation? | | | | |
| GROUP SIZES AND ADULT-CHILD RATIOS | Yes | No | NA | Questions |
| Group sizes and Adult-Child Ratios | | | | |
| Are group sizes maintained as necessary to ensure adequate and safe supervision at all times? Are they appropriate for the activities planned and for the characteristics of the children assigned to the group? | | | | |
| Does assignment of staff take into account the physical environment, requirements of the activities that campers will be engaged in? | | | | |
| Are the minimum adult-child ratios, in accordance with DPH and EEC requirements (1:10 for campers ages 7 and older and 1:5 for campers under 7 years), maintained at all times? | | | | |
| Are the DPH guidelines for ratios and group sizes during specialist high risk activities followed at all times when children have access to the area, equipment, or activity? | | | | |
| NOTIFICATION POLICIES | Yes | No | NA | Questions |
| Notification policies in place | | | | |
| Does the program have policies in place to notify parents immediately of any injury, allegation of abuse or neglect, minor first aid administered, identification of a communicable disease or condition, introduction of pets, unanticipated camper absence (where the Parent/guardian has not already contacted the Program in regard to the absence), or use of any herbicide or pesticide on the premises? | | | | |
| Does the program have policies in place to notify the Department of Early Education and Care, in accordance with EEC requirements? | | | | |
| RECORD KEEPING | Yes | No | NA | Questions |

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| Complete and accurate record keeping- attendance records | | | | | |
| Does the program maintain complete and accurate camper, staff, and visitor attendance, including arrival and departure times? | | | | | |
| Complete and accurate record keeping- children's records | | | | | |
| <p>Does the program maintain a complete, accurate, and confidential file for each camper, in one central location on-site and in accordance with EEC policy?</p> <ul style="list-style-type: none"> Does each file include current medical information, including current immunization records and permission to treat? Does each file include emergency contact information and all required parent/guardian permissions? <p>Is the file kept where it is immediately available to pertinent staff (who should have parental/guardian consent for access to records), the child's parents/guardians, and EEC staff upon request?</p> | | | | | |
| Complete and accurate record keeping – staff records | | | | | |
| <p>Does the program maintain a complete, accurate, and confidential personnel record for each member of the program staff, in accordance with EEC policy?</p> <p>Are staff records located where they are readily available to the program administrator and EEC staff, upon request?</p> | | | | | |
| Required Health and Safety Trainings | | | | | |
| <p>Have all program staff completed the following EEC Essentials training modules?</p> <ol style="list-style-type: none"> Child Abuse and Neglect; Emergency Response Planning; First Aid and Cardiopulmonary Resuscitation (CPR) Overview; Food Related Risk and Response; Hazardous Materials; Infant Safe Sleeping Practices; Infectious Diseases and Immunizations; Introduction to Child Development; Medication Administration; Physical Premises Safety; Shaken Baby Syndrome; and Transporting Children. <p>Does the program ensure that there is a staff member with current, age-appropriate CPR and first aid certifications on the premises at all times whenever campers are present?</p> <p>Does at least one staff member with current, age-appropriate CPR and first aid accompany campers whenever they leave the premises, including during transportation, and remain with campers during any off-site activities?</p> | | | | | |
| WRITTEN POLICIES AND PROCEDURES | | Yes | No | NA | Questions |
| Written policies for the prevention and control of contagious illnesses and infectious diseases | <p>Including:</p> <ul style="list-style-type: none"> Exclusion policies for serious illnesses, contagious diseases and reportable diseases Notification of parents when any communicable disease or condition has been introduced Procedures for the use of insect repellants and conducting tick checks | | | | |
| Written policies for the documentation, administration, handling, and disposal of all medications | <p>Including:</p> <ul style="list-style-type: none"> Not administering any medication at camp without written parental consent Staff administration of routine medications only in accordance with licensed health care provider authorization and appropriate staff qualifications to administer the medication Documentation of all medication administration, as required by EEC Procedures for the disposal of all expired and/or unused medications | | | | |

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| Written health care policy that includes a plan for meeting individual camper's specific health care needs | <p>Including:</p> <ul style="list-style-type: none"> Procedures for identification and protection of campers with allergies Procedures for camper illness, injury, emergency, method of transportation in the event of a medical emergency, parent notification, and emergency contact procedures List of symptoms with which a camper may remain at camp and those requiring parent notification and dismissal Plan to meet the health requirements of campers with disabilities | | | | |
| Written plan for meeting potential emergencies, including missing child, lost swimmer, and evacuation from the premises in the event of fire, natural disaster, loss of power, heat or hot water, and other emergency situations | <p>Including:</p> <ul style="list-style-type: none"> A method to obtain information from local authorities to determine whether to evacuate or shelter in place in the event of a natural disaster; Escape routes from each activity area, floor level, and exit used for camp purposes; A designated meeting place outside and away from the immediate area and any buildings; A method of contacting the fire department or other appropriate authorities after the immediate area has been evacuated; A method of communication with parents in the event of an emergency evacuation; and A means to assure that no camper is left on the premises after evacuation | | | | |
| Written policies for the prevention of abuse and neglect | <p>Including:</p> <ul style="list-style-type: none"> Protocols for handling allegations of abuse and neglect against a staff member, including plans to ensure that allegedly abusive or neglectful Staff shall not have unsupervised contact with campers until the investigation into such allegations has been completed; Plans for notifying the Department, in accordance with EEC policy; The program's mandated reporter policy, including how it is shared with new staff and families. | | | | |
| Written plan for the safety and supervision of campers during transport | <p>Including:</p> <ul style="list-style-type: none"> How campers are transported to and from the program, including transportation during an emergency and on field trips Detailed steps to ensure all vehicles are thoroughly checked following transportation to verify no campers are left onboard Plans to ensure the safety and supervision of campers who walk or arrive to camp by public transportation Requirement of written parental consent for each child's individual transportation plan | | | | |
| Open door policy | <p>Including:</p> <p>A description of the program's policy permitting parents to visit the program at any time while their child is present</p> <p>Maintaining documentation to verify that all parents have been made aware of their right to visit the program unannounced at any time while their children are in care</p> | | | | |
| Notification Policies | <p>Including:</p> <ul style="list-style-type: none"> All notifications to parents, in accordance with EEC Compliance Requirements. All notifications to EEC, in accordance with EEC Compliance Requirements. | | | | |

