

(f) As a condition of the waiver, the camp director shall provide appropriate notice thereof in writing to the parents and guardians of the affected campers.

Recodified from N.J.A.C. 8:25-1.4 by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In (a), deleted "or his or her designee" following "Commissioner" and substituted "the Act" for "N.J.S.A. 26:12-1 et seq., and amendments thereto"; rewrote the introductory paragraph of (c); in (c)1, substituted "A description" for "Nature"; in the introductory paragraph of (e), substituted "The Department may exempt a" for "A" and substituted "from the" for "may be exempted from"; and in (f), inserted "the camp director shall provide" and deleted "shall be made" following "thereof".

## SUBCHAPTER 2. CERTIFICATE OF APPROVAL

### 8:25-2.1 Certificate of approval

Any private individual, partnership, corporation, or other entity, whether for profit or not-for-profit, desiring to operate or conduct a youth camp in New Jersey shall obtain a certificate of approval from the Department.

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Deleted "day or resident" preceding "youth camp" and "for such operation" following "approval".

### 8:25-2.2 Application for certificate of approval

(a) An applicant for a new or renewal certification of approval shall complete the "Application for Certification of Approval to Operate a Youth Camp" (CB-11) form, with the appropriate application type checked off, available at chapter Appendix A.

(b) An applicant for a new or renewal single sport youth camp certification of approval shall complete the "Application for Certification of Approval to Operate a Single Sport Youth Camp" form and the SSYC Location List (CB-14), with the appropriate application type checked off, available at chapter Appendix B.

1. Each applicant for a new single sport youth camp certification of approval shall submit to the Department, with the application, the camp's written policy and procedures as established by this chapter.

(c) The applicant shall submit a filing fee of \$50.00 for a day camp and \$100.00 for a resident camp.

1. The applicant shall make the fee payable to "Treasurer, State of New Jersey."

i. If the Department denies the application for certificate of approval, the fee shall be refunded to the applicant.

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Rewrote (a); added new (b); recodified former (b) as (c); recodified the former second sentence of (c) as (c)1 and former (c)1 as (c)1i; in

(c)1, substituted "applicant" for "fee" following "The" and "make the fee" for "be made"; and in (c)1i, inserted "the Department denies" and deleted "is denied" following "approval".

### 8:25-2.3 Issuance of a certificate of approval

(a) The Commissioner shall issue a certificate of approval to establish and operate a youth camp based on the contents of the completed application.

1. The youth camp operator or camp director shall ensure that youth camp structures and facilities are in compliance with local building, zoning, and health codes.

2. The youth camp operator or camp director at new camps and renovated facilities shall make available for review by the Department or local health authority, upon request, letters of approval or a Certificate of Occupancy, as the case may be, issued by the appropriate local authority.

(b) The Commissioner may issue a provisional certificate of approval to establish and operate a youth camp prior to inspection by the Department.

1. Conversion to and issuance of final approval shall be contingent upon the applicant's completion of two consecutive satisfactory inspections establishing compliance with the Act and this chapter.

(c) The certificate of approval shall be nontransferable.

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Rewrote (a); in the introductory paragraph of (b), deleted "day or resident" preceding "youth" and redesignated the former last sentence of (b) as (b)1; and rewrote (b)1.

### 8:25-2.4 Annual renewal of certificate of approval

(a) Each certificate of approval shall be valid for a period of one year from the date of issue and shall be renewed annually.

(b) An applicant for a renewal certificate of approval shall submit the appropriate form set forth at N.J.A.C. 8:25-2.2(a) or (b), with the renewal application type checked off, to the Department no later than May 1 of each year.

1. Each applicant for a renewal single sport youth camp certification of approval shall submit to the Department, with the application, any updates to the camp's written policy and procedures, previously submitted pursuant to N.J.A.C. 8:25-2.2(b)1.

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Rewrote (b); and deleted (c).

### 8:25-2.5 Insurance

Each youth camp shall obtain liability insurance in an amount consistent with the expected risks.

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Substituted "Each youth camp shall obtain liability" for "Liability", deleted a comma following "insurance" and deleted ", shall be carried by the youth camp" following "risks".

### SUBCHAPTER 3. ADMINISTRATION

#### 8:25-3.1 General care of campers

(a) The camp director shall state in writing the youth camp's policies and practices for the discipline of its campers and provide a copy to all camp staff.

1. Youth camp staff and campers shall be prohibited from taking the following actions against any camper: deprivation of food, isolation, subjecting to corporal punishment or abusive physical exercise, as a means of punishment.

(b) The camp director shall maintain reasonable groupings of campers, according to the age and the capabilities of each camper in all activities.

(c) Any camp owner, operator, director, counselor, or other employee who has reason to believe that a camper has been or is being subjected to any form of hitting, corporal punishment, abusive language or ridicule, or harsh, humiliating or frightening treatment, or any kind of child abuse or neglect by any person shall immediately report such allegations to the Department of Children and Families, child abuse hotline at 1-877-NJAbuse (652-2873) or TTY or TDD 1-800-835-5510.

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

In the introductory paragraph of (a), substituted "camp director" for "youth camp", "the youth camp's" for "its" and "provide a copy" for "furnished" and inserted "its" preceding "campers"; rewrote (a)1; in (b), substituted "The camp director shall maintain reasonable" for "Reasonable", inserted "of campers" and deleted ", shall be observed" following "camper"; and in (c), substituted "Children and Families, child abuse hotline at 1-877-NJAbuse (652-2873) or TTY or TDD 1-800-835-5510" for "Human Services, Division of Youth and Family Services, Office of Child Abuse Control at 1-800-792-8610 or 1-609-292-0617".

#### 8:25-3.2 Staff

(a) Each youth camp shall employ a camp director that is at least 21 years of age and has one of the following qualifications.

1. At least two seasons of administrative experience in an organized certified camp;
2. Nine months verified experience in a youth program; or
3. One season of administrative experience in an organized certified camp and at least one year teaching experience with a teacher certification.

(b) The camp director shall develop and maintain a written statement of personnel policies and practices.

1. The camp director shall inform the camp staff of these policies and practices and of their specific duties by means of a written job description of each staff classification.

(c) The camp director shall conduct and document pre-season orientation and training for the staff.

(d) The camp director shall include the following in the orientation:

1. Verbal discussion and printed materials on policies and procedures, which are required pursuant to this chapter, including, but not limited to:

- i. Personnel policies and practices;
- ii. Job descriptions;
- iii. Disciplinary policies;
- iv. Basic principles of emergency first aid, blood borne pathogens, infection control, and hand washing practices;
- v. Emergency procedures;
- vi. Daily health surveillance procedures;
- vii. Lost camper policies;
- viii. Lost swimmer policies; and
- ix. Any other expectations of the camp director, as applicable.

2. The youth camp operator or camp director shall develop and implement a program of staff training 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.

(e) The youth camp operator shall certify a prospective staff member's background and character through reasonable inquiries. These inquiries shall include, but not be limited to, character references, personal or telephone interviews and a review of prior employment records. Documentation to verify a prospective staff member's background and character checks shall be available to the Department upon request.

(f) The youth camp operator shall develop and follow written procedures for the review of the background of each staff member.

(g) The youth camp operator or camp director shall verify that each staff member has a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being of the campers.

(h) High risk activities shall be conducted by a qualified adult activity specialist.

1. High risk activities shall be conducted in accordance with guidelines issued by an organization recognized in the specialized field, current as of the date of the activity.

i. The camp director shall maintain, on-site, a copy of the most recent guidelines for each high risk activity, which the youth camp offers.

(i) At a minimum, an adult, who is assisted by a counselor, shall be responsible for the care and supervision of each group of 20 campers, or portion thereof, for all camp activities, including off-site camp activities, for all campers five up to, and including, 17 years of age.

1. If a group exceeds 20 campers, then the camp director shall ensure that a supervision ratio is maintained at one additional staff for every additional 10 campers.

(j) At a minimum, an adult, who is assisted by a counselor, shall be responsible for the care and supervision of each group of 14 campers, or portion thereof, for all camp activities, including off-site camp activities, for all campers two-and-one-half years up to, and including, four years of age.

1. If a group exceeds 14 campers, then the camp director shall ensure that a supervision ratio is maintained at one additional staff member for every additional seven campers.

(k) At a minimum, an adult, who is assisted by a counselor, shall be responsible for the care and supervision of each group of eight campers, or portion thereof, for all camp activities, including off-site camp activities, for all campers who are less than two-and-one-half years of age.

1. If a group exceeds eight campers, then the camp director shall ensure that a supervision ratio is maintained at one additional staff member for every additional four campers.

(l) The camp director shall develop, implement, and document in writing a procedure to keep track of the location and safety of all campers during all camp activities.

(m) The camp director shall not be included in the required staff ratios set forth in (i), (j) and (k) above in camps serving over 50 children.

Amended by R.2009 d.66, effective March 2, 2009.

See: 40 N.J.R. 4888(a), 41 N.J.R. 1026(a).

Rewrote the section.

#### SUBCHAPTER 4. PHYSICAL PLANT AND ENVIRONMENT

##### 8:25-4.1 Site

(a) The youth camp operator shall ensure that the location of the youth camp does not present a fire, health, or safety hazard.

1. Any youth camp constructed after June, 1974, shall not be divided by a public highway or railroad.

(b) The youth camp operator shall ensure that the youth camp is located on land that provides good natural drainage or is properly drained through engineered means, so that there is no standing water.

(c) The youth camp operator or camp director shall protect campers from hazardous areas, such as roadways, cliffs, sink-holes, pits and abandoned excavations.

1. The youth camp operator or camp director shall ensure that all hazardous areas are guarded or fenced off and warning signs posted to eliminate the possibility of accidents.

##### 8:25-4.2 Buildings

(a) The youth camp operator shall ensure that youth camp structures and facilities are in compliance with local building, zoning, and health codes.

1. The youth camp operator or camp director at new camps and renovated facilities shall make available for review by the Department or local health authority, upon request, letters of approval or a Certificate of Occupancy, as the case may be, issued by the appropriate local authority.

(b) The youth camp operator shall ensure that, in new construction of a resident youth camp, the enclosed structure containing sleeping quarters is separated in accordance with N.J.A.C. 5:23, the Uniform Construction Code per the structure's construction type and occupancy.

(c) The camp director in a resident youth camp shall ensure that each camper is provided with his or her own bed and not less than 300 cubic feet of air space in his or her sleeping quarters, with at least two feet of space between the sides of each bed.

1. If tents are used as permanent sleeping quarters, the camp director shall ensure that at least 30 square feet of floor space is provided for each camper.

(d) The camp director in a resident youth camp shall ensure that the total window or skylight area, as measured between stops, for every habitable room is 10 percent of the floor area of such room.

1. Campers or staff shall be able to open any windows and/or skylights at least 40 percent.

(e) The camp director shall ensure that during fly season, every door, window, or other opening to the outside, which is used for ventilation is outfitted with a screen of at least 16 mesh.

1. Each screen door shall swing outward and have an operable self-closing device.

(f) The camp director shall ensure that a health center is established and maintained on the campsite for the temporary isolation and treatment of sick or injured members of the camp community, in accordance with the following:

1. The health center may be a room, tent, or building;
2. Hot water shall be available at the health center;
3. If hot water is not readily available, hand sanitizing facilities, such as waterless hand sanitizers shall be maintained on-site at the health center;
4. The health center shall:
  - i. Be protected from flies, vermin and insects where possible;
  - ii. Be located so as to ensure privacy and quiet;
  - iii. Be situated away from the kitchen or food preparation areas; and
  - iv. Include medical equipment and supplies deemed necessary by the directing physician or the health director for the welfare of the campers; and
5. The health center shall be furnished with clean mattresses and sheets.
  - i. Air mattresses or exercise pads may be used as a reasonable alternative providing that they are made of a cleanable material that can be easily disinfected.
  - ii. More than one mattress may be necessary depending on the type and size of the camp, with no less than one mattress for the first 50 campers and one additional mattress for each additional 200 campers.

#### 8:25-4.3 Heating plant

(a) The youth camp operator shall ensure that heating equipment conforms to the requirements of the New Jersey Uniform Construction Code at N.J.A.C. 5:23.

(b) The camp director shall maintain the heating equipment at a minimum inside ambient temperature of 68 degrees Fahrenheit when the outside temperature less than 55 degrees Fahrenheit.

(c) The camp director shall prohibit the use of portable heating devices in the youth camp.

(d) The camp director shall ensure that all fireplaces and hot water and steam radiators and pipes are shielded to prevent burns.

#### 8:25-4.4 Equipment

(a) The camp director shall ensure that all equipment used in the youth camp's programs are of good quality and do not present undue risk of injury to campers or staff.

(b) The camp director shall prohibit power equipment from being stored or left unattended in camp areas.

### SUBCHAPTER 5. HEALTH

#### 8:25-5.1 Health program

(a) The camp director shall ensure that the youth camp establishes a medical program.

1. This medical program shall be under the direction of a physician licensed to practice medicine or osteopathy in New Jersey or a dedicated health director as set forth at N.J.A.C. 8:25-5.2.

(b) The camp director or health director shall make arrangements with the local Emergency Medical Service or ambulance squad, documented in writing, for medical transport to the nearest hospital in order to treat campers with serious injuries and/or illnesses.

1. The health director shall:
  - i. Maintain on-site, written parental consent for emergency medical treatment; and
  - ii. Provide a copy of the consent to accompany each camper on all off-site trips.

(c) The health director shall maintain at the health center, a bound medical log, listing the date, name of patient, ailment, treatment and the name of the person who administered treatment.

1. If a camper's injury or illness is serious, as determined by the health director, the health director shall notify the parent or guardian as soon as possible.

(d) The health director shall develop a written outline of daily procedures for health surveillance of campers and staff.

1. The health director shall isolate any camper or staff member suspected of having a communicable disease, until medical assistance is obtained.
2. The health director shall document all obvious and unusual observations made during the daily health surveillance, as determined by the camp's established procedures in (d) above.

(e) The camp director shall report all serious injuries to the Department's Youth Camp Safety Project within 24 hours at (609) 588-3124 or by fax at (609) 588-4621 including:

1. Death;
2. Head, neck or spinal cord injuries;
3. Any injury, which renders a camper unconscious; and