

# New Haven Public Schools

## Facilities Department

### Criteria for use of New Haven Public Schools for Summer Camp in the Pandemic Year

It is the mission of the New Haven Public Schools Facilities Department to provide safe, clean, sanitized play and work spaces for the students, staff and community of New Haven while following the State of Connecticut Office of Early Childhood Guidelines for the use of schools for youth summer camps during the Covid-19 pandemic. All planning and documents must be presented with the permit application. Failure to present required information may result in denial of the permit.

1. All State, local health, and CDC guidelines must be followed. A Health and Safety protocol must be developed.

The Commissioner of Early Childhood has released "**Memorandum #18**" on youth camp guidance. This hits many of the points. [https://www.ctoec.org/wp-content/uploads/2020/04/COVID-19-memo-18-youth-camp-guidance\\_2020.05.19-1-1.pdf](https://www.ctoec.org/wp-content/uploads/2020/04/COVID-19-memo-18-youth-camp-guidance_2020.05.19-1-1.pdf)

2. Camps must provide a copy of their **Health Screening Plan**, outlining daily screening procedures and plans to isolate individuals in the event they should become ill. Camps shall identify, per licensing requirements, a plan for a child or children who develop an elevated temperature or who may become ill, i.e. a "sick room." You are encouraged to develop and review this plan with the Camp Physician or Camp APRN prior to the start of camp. Input from your local health department is also advisable. This must be included in the protocol mentioned above. Camps are responsible to notify the NHPS immediately in the event of COVID-19 related illness and are responsible for contact tracing.
3. Social distancing and proper PPE must be a part of the plan—6 feet apart **Social Distancing Plan** and protocols must be submitted with permit application
4. Group size shall be limited to no more than 10 children, and permission from OEC shall be obtained to serve more than 50 children (per Memo #15, Reduced Group Size and Enhanced Health Procedures for Child Care Programs During COVID-19 Emergency).
5. No contact sports activities including basketball. This is defined as any sporting activity in which participants necessarily come into bodily contact with one another.
6. **Use of pool—off limits until further notice.**
7. Each camp site should remain in the designated room(s), lunch to be served in rooms not cafeteria.
8. Camps must provide a support in cleaning efforts and must provide a **Cleaning and Sanitizing Plan** with protocols on disinfection. Camps are required to provide all hand sanitizers required to meet intermittent waterless sanitation needs. Soap and paper towels will be provided in restrooms only.
9. Must have someone monitoring the use of restrooms and constantly clean them

10. Camps are required to submit an organized plan for regular disinfecting:
  - a. What is the cleaning and disinfecting plan?
  - b. What is the staffing plan for the cleaning and disinfection
11. Camp staff will be responsible to frequently disinfect “common touch points” throughout the day
12. Programs that charge New Haven Public Schools families are to pay the designated cost given at time of agreement (contactless payment via mail is encourage as per state protocols)
13. All programs must be licensed and **provide copy of certificate of license and insurance**
14. Each camp shall use ONLY the entry/exit points that are assigned to their program
15. Each camp shall use ONLY the restroom locations assigned to their program
16. The NHPS encourages camps to limit the number of personal items that each participant brings to camp daily
17. Each camp shall strictly adhere to permitted hours in the building (no lingering, early access, late departures)
18. Maintain a daily screening of **COVID19 symptoms and bathroom cleaning log**
19. One camp or program per school unless separate entrances/exits and restroom are used

# Safely reopening youth camps

Youth Camps/ Revised Memo 18

MAY, 2020

Connecticut<sup>®</sup>

The top priority is to safeguard the health and safety of children & employees



## Guiding principles for the state's school re-opening plan

### Protect the people of Connecticut

- Implement safety measures to prevent spread
- Anticipate potential re-emergence of the virus - and have a plan to stop it

### Ensure children continue to be engaged during the summer

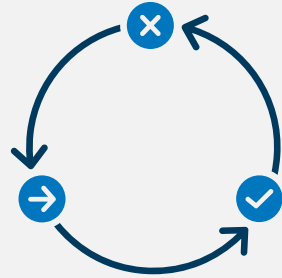
### Engage the full community in path forward

- Seek and incorporate input from camp coordinators and parents
- Communicate transparently and often

# Youth camp plan developed in coordination with array of stakeholders



# Day camps can open as of June 22<sup>nd</sup>



Camps that were operating as of May 5, 2020 may continue to operate and shall implement the guidelines contained in this document.

Resident camps may not operate until permitted to do so by order of the Governor.



Day camps not currently operating may begin operation on June 22, 2020.

As of June 22, 2020, all operating day camps shall comply with the guidelines in this document.

## Additional considerations

Staff training may begin before June 22, 2020.

All schools are encouraged to permit youth camps to use their facilities, provided cleaning and modifications can be arranged in time.

# Safety measures

## Pre-requisites to opening

- ☆ Sharing a **notice of risks** with all parents and staff (slide 6)
- ☆ **Sick room set up** (slide 7)

## Required daily safety practices

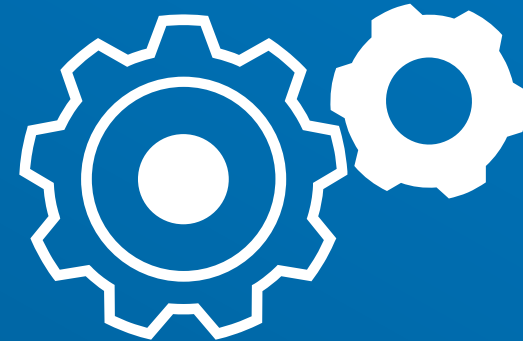
- ☆ **Daily temperature checks** for students and staff (slide 8)
- ☆ **Face masks** worn by all staff (slide 9)
- ☆ **Group sizes limited** and **physical distancing practices** implemented (slides 10, 11)
- ☆ Protocols for responding to, and **reporting, a case of COVID19** (slides 12, 13)
- ☆ Thorough **cleaning and hygiene** (slides 14)
- ☆ **New transportation protocols** (slides 15)

## Protocols to support camps

- ☆ Several **waivers of licensing requirements** (slides 16)
- ☆ **Fingerprint requirement suspended** (slide 17)
- ☆ **Flexible licensing fee practices** (slide 18)



# Detailed Operating Guidance





# Notice of risks

Camps shall inform and obtain signed consent on the form posted on the OEC website from all staff and the parent(s) of all children enrolled that they have received notice of the following:

- People who are 65 years and older and people of any age who have serious underlying medical conditions or are at higher risk for severe illness from COVID-19 are recommended to stay at home. A list of medical conditions associated with a higher risk of severe illness from COVID-19 can be found in [CDC's guidance](#)<sup>1</sup>. Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.
- Staff and children living in households with individuals who are 65 years and older OR have higher risk for severe illness from COVID-19 are recommended to stay home



# Sick room

Camps shall identify, per licensing requirements, a plan for a child or children who develop an elevated temperature or who may become ill, i.e. a “sick room.”

You are encouraged to develop and review this plan with the Camp Physician or Camp APRN prior to the start of camp. Input from your local health department is also advisable



# Health screening

## Screening



All staff and children are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit.

Staff or children who have a temperature greater than 100 degrees are not permitted into the program per [Executive Order 7Q](#).

Programs may ask parents to take their child's temperature upon arrival

## Safety measures for screening



When conducting screening, the camp should consider the following:

- Disinfection of the thermometer should be incorporated into the screening procedures
- The health screener does not need to wear personal protective equipment (PPE) if a distance of 6 feet is maintained while performing this action
- Maintaining sufficient distance, or a physical barrier, between the health screener and the child or staff member being screened is recommended
- If social distancing or barrier/partition controls cannot be implemented during screening, PPE must be used when within 6 feet of a child. However, reliance on PPE alone is a less effective control measure and more difficult to implement given PPE shortages and training requirement

# Face masks & other protection

Use of a mask or cloth face covering for each employee at all times while in the workplace as directed by the [Department of Economic Development Safe Workplace Rules for Essential Employees](#) per [Executive Order 7BB](#) is required. Instructions for [use of cloth face covering](#) are available from the CDC.

Executive Order 7BB does not require the use of face masks by:

- Anyone for whom doing so would be contrary to his or her health or safety because of a medical condition;
- A child in a child care setting;
- Anyone under the age of 2 years, or an older child if the parent, guardian or person responsible for the child is unable to place the mask safely on the child's face

Camps shall comply with the requirements listed in the [Department of Economic Development Safe Workplace Rules for Essential Employees](#) per Executive Order 7V.



# Group size

Group size shall be limited to no more than 10 children.

Permission from OEC shall be obtained to serve more than 30 children per [Memo #15, Reduced Group Size and Enhanced Health Procedures for Child Care Programs During COVID-19 Emergency.](#)



# Distancing

Appropriate social distancing strategies shall be implemented.

Social distancing is required, and may take many forms as outlined by CDC with a dedicated section for “social distancing strategies” in its [guidance for child care programs that remain open](#).



# Reporting COVID-19 Cases

If a child or staff member who has been present in the program is diagnosed with COVID-19, the camp must notify families and staff of the program about the exposure

In February 2020, COVID-19 was added to the List of Reportable Diseases. Those required to report such diseases must report cases of COVID-19 infection immediately to the Connecticut Department of Public Health and to the local department of health in the town of residence of the case-patient by telephone on the day of recognition or strong suspicion of the disease. The COVID-19 report form is available on the DPH website at <https://dphsubmissions.ct.gov/Covid/InitiateCovidReport>.

Specific situations and exposures can be discussed with the local health department or the Department of Public Health (860.509.7994).



# Additional considerations if COVID19 case is detected

If a child or staff member who has been present in the program is diagnosed with COVID-19, additional practices to those below may be recommended in consultation with the local health department or the CT DPH:

- Contact your local health department.
- Determine the date of symptom onset.
- Determine if the child/staff member attended/worked at the program while symptomatic or during the two days before symptoms began.
- Identify what days the child/staff member attended/worked during that time.
- Determine who had close contact with the individual at the program during those days.
- Exclude those who are determined to have had close contact with the affected individual for 14 days after the last day they had contact with the affected individual.



## Cleaning and disinfecting

- Close off areas used by the sick person.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited the facility, additional cleaning is not necessary.
- Continue routine cleaning and disinfection.



## Closing

Depending on program size and the number of people affected, closure of a room in the program (for larger programs) or the entire program might need to be considered.



# Cleaning & Hygiene



## Hand washing

Regular hand washing by staff and children with soap and water for at least 20 seconds should be done

- Before coming in contact with any child;
- Before and after eating;
- After sneezing, coughing or nose blowing;
- After using the rest room;
- Before handling food;
- After touching or cleaning surfaces that may be contaminated; and
- After using any shared equipment like toys, computer keyboards, mouse

If soap and water are not available, alcohol-based hand sanitizer shall be used. Use of hand sanitizers should always be supervised by adults.



## Respiratory hygiene

All staff shall cover coughs and sneezes with tissues or the corner of the elbow.

Children shall be encouraged, when appropriate to cover coughs and sneezes with tissues or the corner of the elbow, and soiled tissues shall be disposed immediately after use



## Cleaning

Protocols for intensified cleaning and disinfection shall be implemented.

# Transportation

Prior to providing transportation at the start of the day to any child, such children shall be screened for any observable illness and to confirm temperature is below 100 degrees Fahrenheit.

While transporting children in care, the current guidance regarding group size, the wearing of a mask or cloth face covering and social distancing apply.

The groups of children shall not mix while transporting. Camp planning may consist of neighborhood groupings to allow the same grouping of children throughout the entire camp day.



# Licensing waivers

To support programs that choose to remain open, several waivers of licensing requirements have been granted. These waivers will cease when the declared state of emergency ends.



Licensed youth camps may extend their operating days under the terms of their current license to operate during the period of the declared state of emergency provided such additional operating dates are reported to the OEC. For example, if schools do not reopen, a camp may decide to begin operation earlier than normal. A program may report such additional operating dates by submitting a General Report of Change form found on the OEC website



Staff training including first aid, CPR, C4K health and safety, and administration of medication training that expire during the declared state of emergency will fulfill the training requirements.



Health records on file prior to the declared state of emergency for children enrolled in youth camps which expire during the declared state of emergency are acceptable. Health records for children that have been attending a legally operating child care program or school that has temporarily closed due to COVID19 are not required provided the parent attests in writing that the child is up-to-date with physical examination and immunizations and provides information regarding any disabilities and/or special health care needs.



Staff physicals for youth camps that expire during the declared state of emergency are acceptable.

# Fingerprints

Executive Order NO. 7E included a provision suspending required fingerprinting. Accordingly, new prospective employees in youth camps that receive Care 4 Kids subsidy are not required to submit fingerprint cards for the purposes of criminal history records checks.

When individuals are unable to access fingerprint collections services, the comprehensive background checks performed by the OEC are modified to remove fingerprint-supported state and national criminal history records checks for the duration of the declared state of emergency. Youth camps that receive Care 4 Kids subsidy will be required to submit a DCF Authorization form to the OEC for all staff members so that background checks based on name and date of birth may be completed.

The submission of fingerprints at a later date may be required upon request by the OEC when the declared state of emergency ends. This modification applies to youth camps that receive Care 4 Kids subsidy.

There is no current requirement to submit background checks through the OEC for youth camps that do not receive Care 4 Kids subsidy.



# Licensing fees

Many camp licenses are due for renewal during the spring and the renewal fee is substantial. During this declared state of emergency, a camp may decide to delay the submission of their renewal application allowing their license to expire and then seek to reinstate such license if a decision to operate is made at a later date. Please note that it takes several days to process a reinstatement application; however, an inspection is not required as part of the reinstatement process provided the camp operated at the same location within the past year

Youth camps that have submitted an application and fee to cover the 2020 summer season (June 22, 2020 through September 7, 2020) but then determine that the camp will not operate at all during the 2020 summer season, may submit a request from August 1, 2020 to August 31, 2020 for an application fee refund. Due to the fluid nature of this emergency, many camps have not yet made a decision or may modify a previously made decision on whether to operate. Therefore the OEC is asking that refund requests not be submitted before August 1, 2020. Such requests may be sent to [Youthcamps@ct.gov](mailto:Youthcamps@ct.gov) and must include a statement that the camp has not and will not operate during the 2020 summer season. Such requests will be processed by the OEC after August 31, 2020.



A background of a dark night sky filled with the bright, golden sparks of a lit sparkler. The sparks are scattered across the frame, with some appearing as long, thin streaks and others as small, starburst-like bursts of light. The overall effect is festive and celebratory.

Connecticut<sup>®</sup>



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



Connecticut Office of  
Early Childhood

Beth Bye  
Commissioner

DATE: April 23, 2020 **REVISED May 18, 2020**

TO: Providers of Services to Young Children

FROM: Beth Bye, Commissioner

RE: Coronavirus Memo #18 **REVISED**  
Youth Camp Guidance

The Connecticut Office of Early Childhood (OEC) provides the following information in response to the many questions and concerns that it is receiving from youth camps pertaining to the impact of the COVID-19 pandemic. This memo provides guidance that is intended for day camps as defined by Connecticut General Statutes § 19a-420, whether required to be licensed or exempt from licensing, including municipal camps. Resident camps, as defined by C.G.S. § 19a-420 (2), will not be permitted to operate during the declared state of emergency unless and until permitted to do so by order of the Governor.

Youth camps should continue to review the memos issued by the OEC that provide important guidance for youth camps including waivers of licensing requirements during the declared state of emergency, additional requirements imposed through Executive Orders that must be met during this emergency and resources to support programs during and following the emergency. These memos can be found at <https://www.ctoec.org/covid-19/>

It is important to understand that the COVID-19 emergency is a changing situation, and that as CDC and/or State of CT guidance changes, the OEC will update guidance to providers.

Day camps that were operating as of May 5, 2020 may continue to operate and shall implement the guidelines contained in this Memo. Other day camps, not currently operating, may not begin operation until June 22, 2020. Staff training may begin before June 22, 2020. As of June 22, 2020, all operating day camps shall comply with the guidelines in this Memo. All schools are encouraged to permit day camps to use their facilities, provided cleaning and modifications can be arranged in time.

We recognize that deciding whether to operate is a very difficult decision that must be made at the provider level. Individual programs must determine what is best for them given guidance from the Centers for Disease Control and Prevention (CDC) and local authorities, and their individual business decisions.

Camps considering whether to operate must consider the additional provisions that have been put in place by Executive Order in order to limit the spread of the virus. The following **requirements** must be included in a camp's plan for operating during this public health emergency:

### **Health Screening**

- All staff and children are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. Staff or children who have a temperature greater than 100 degrees are not permitted into the program per [Executive Order 7Q](#). Programs may ask parents to take their child's temperature upon arrival. Disinfection of the thermometer should be incorporated into the screening procedures. When conducting screening, the camp should consider the following.
  - The health screener does not need to wear personal protective equipment (PPE) if a distance of 6 feet is maintained while performing this action.
  - Maintaining sufficient distance, or a physical barrier, between the health screener and the child or staff member being screened is recommended.
  - If social distancing or barrier/partition controls cannot be implemented during screening, PPE must be used when within 6 feet of a child. However, reliance on PPE alone is a less effective control measure and more difficult to implement given PPE shortages and training requirement.
- Camps shall identify, per licensing requirements, a plan for a child or children who develop an elevated temperature or who may become ill, i.e. a "sick room." You are encouraged to develop and review this plan with the Camp Physician or Camp APRN prior to the start of camp. Input from your local health department is also advisable.

### **Masks/Social Distancing/Workplace Safety**

- Use of a mask or cloth face covering for each employee at all times while in the workplace as directed by the [Department of Economic Development Safe Workplace Rules for Essential Employees](#) per [Executive Order 7BB](#) is required. Instructions for [use of cloth face covering](#) are available from the CDC. Executive Order 7BB does not require the use of face masks by:
  - anyone for whom doing so would be contrary to his or her health or safety because of a medical condition;
  - a child in a child care setting;
  - anyone under the age of 2 years, or an older child if the parent, guardian or person responsible for the child is unable to place the mask safely on the child's face.
- Appropriate social distancing strategies shall be implemented. Social distancing is required, and may take many forms as outlined by CDC with a dedicated section for "social distancing strategies" in its [guidance for child care programs that remain open](#).
- Camps shall comply with the requirements listed in the [Department of Economic Development Safe Workplace Rules for Essential Employees](#) per Executive Order 7V.

### **Hand/Respiratory Hygiene/Enhanced Cleaning and Disinfection**

- Regular hand washing by staff and children with soap and water for at least 20 seconds should be done:
  1. Before coming in contact with any child;
  2. Before and after eating;
  3. After sneezing, coughing or nose blowing;
  4. After using the rest room;
  5. Before handling food;
  6. After touching or cleaning surfaces that may be contaminated; and
  7. After using any shared equipment like toys, computer keyboards, mouse.
- If soap and water are not available, alcohol-based hand sanitizer shall be used. Use of alcohol-based hand sanitizers should always be supervised by adults.



- All staff shall cover coughs and sneezes with tissues or the corner of the elbow. Children shall be encouraged, when appropriate to cover coughs and sneezes with tissues or the corner of the elbow, and soiled tissues shall be disposed immediately after use.
- Protocols for intensified cleaning and disinfection shall be implemented.

### **Group Size**

- Group size shall be limited to no more than 10 children, and permission from OEC shall be obtained to serve more than 30 children per [Memo #15, Reduced Group Size and Enhanced Health Procedures for Child Care Programs During COVID-19 Emergency](#).

### **Reporting COVID-19 Cases**

- If a child or staff member who has been present in the program is diagnosed with COVID-19, the camp must notify families and staff of the program about the exposure.

In February 2020, COVID-19 was added to the List of Reportable Diseases. Those required to report such diseases must report cases of COVID-19 infection immediately to the Connecticut Department of Public Health and to the local department of health in the town of residence of the case-patient by telephone on the day of recognition or strong suspicion of the disease. The COVID-19 report form is available on the DPH website at <https://dphsubmissions.ct.gov/Covid/InitiateCovidReport>

Additional practices to those below may be recommended to the provider in consultation with the local health department or the CT Department of Public Health.

- Contact your local health department or the CT Department of Public Health.
- Determine the date of symptom onset for the child/staff member.
- Determine if the child/staff member attended/worked at the program while symptomatic or during the two days before symptoms began.
- Identify what days the child/staff member attended/worked during that time.
- Determine who had close contact with the child/staff member at the program during those days (staff and other children)
- Exclude the children and staff members who are determined to have had close contact with the affected child/staff member for 14 days after the last day they had contact with the affected child/staff member.
- Conduct appropriate cleaning and disinfection:
  - Close off areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
  - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.

Depending on the size of the program and the number of people affected, closure of a particular room in the program (for larger programs) or the entire program might need to be considered.

Specific situations and exposures can be discussed with the local health department or the Department of Public Health (860.509.7994).

### **Informed Consent**

- Camps shall inform and obtain signed consent on the form posted on the OEC website from all staff and the parent(s) of all children enrolled that they have received notice of the following:
  - People who are 65 years and older and people of any age who have serious underlying medical conditions or are at higher risk for severe illness from COVID-19 are recommended to stay at home. A list of medical conditions associated with a higher risk of severe illness from COVID-19 can be found in [CDC's guidance](#).<sup>1</sup> Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.
  - Staff and children living in households with individuals who are 65 years and older OR have higher risk for severe illness from COVID-19 are recommended to stay home.

### **Transportation**

- Prior to providing transportation at the start of the day to any child, such children shall be screened for any observable illness and to confirm temperature is below 100 degrees Fahrenheit.
- While transporting children in care, the current guidance regarding group size, the wearing of a mask or cloth face covering and social distancing apply.
- The groups of children shall not mix while transporting. Camp planning may consist of neighborhood groupings to allow the same grouping of children throughout the entire camp day.

### **Pools**

Once the State guidance has been given to allow public pools to open, the Connecticut Department of Public Health (DPH) will notify the local health departments/districts accordingly. At that point it is recommended that camps contact their local health department/districts for direction regarding the use of pools during the camp season.

### **Licensing Waivers**

In an effort to support programs that choose to remain open, the Commissioner has granted several waivers of licensing requirements that apply to youth camps during the period of the current declared state of emergency. These waivers will cease when the declared state of emergency ends.

- Licensed youth camps may extend their operating days under the terms of their current license to operate during the period of the declared state of emergency provided such additional operating dates are reported to the OEC. For example, if schools do not reopen, a camp may

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<sup>1</sup> Includes chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised (cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis and liver disease. Individuals should consult their healthcare provide to determine whether they have medical conditions that place them at increased risk for severe illness from COVID-19.

decide to begin operation earlier than normal. A program may report such additional operating dates by submitting a General Report of Change form found on the OEC website.

- Health and immunization records on file prior to the declared state of emergency for children enrolled in youth camps which expire during the declared state of emergency are acceptable. Health and immunization records for children that have been attending a legally operating child care program or school that has been temporarily closed due to COVID 19 virus are not required provided the parent attests in writing that the child is up-to-date with physical examination and immunizations and provides information regarding any disabilities and/or special health care needs.
- Staff training including first aid, CPR, C4K health and safety, and administration of medication training for youth camps that expire during the declared state of emergency will fulfill the training requirements.
- Staff physicals for youth camps that expire during the declared state of emergency are acceptable.

### **Fingerprints**

Additionally, Executive Order NO. 7E included a provision suspending required fingerprinting. Accordingly, new prospective employees in youth camps that receive Care 4 Kids subsidy are not required to submit fingerprint cards for the purposes of criminal history records checks. When individuals are unable to access fingerprint collections services, the comprehensive background checks performed by the OEC are modified to remove fingerprint-supported state and national criminal history records checks for the duration of the declared state of emergency. Youth camps that receive Care 4 Kids subsidy will be required to submit a DCF Authorization form to the OEC for all staff members so that background checks based on name and date of birth may be completed. The submission of fingerprints at a later date may be required upon request by the OEC when the declared state of emergency ends. This modification applies to youth camps that receive Care 4 Kids subsidy. There is no current requirement to submit background checks through the OEC for youth camps that do not receive Care 4 Kids subsidy.

### **Licensing Fees**

Many camp licenses are due for renewal during the spring and the renewal fee is substantial. During this declared state of emergency, a camp may decide to delay the submission of their renewal application allowing their license to expire and then seek to reinstate such license if a decision to operate is made at a later date. Please note that it takes several days to process a reinstatement application; however, an inspection is not required as part of the reinstatement process provided the camp operated at the same location within the past year.

Youth camps that have submitted an application and fee to cover the 2020 summer season (June 22, 2020 through September 7, 2020) but then determine that the camp will not operate at all during the 2020 summer season, may submit a request from August 1, 2020 to August 31, 2020 for an application fee refund. Due to the fluid nature of this emergency, many camps have not yet made a decision or may modify a previously made decision on whether to operate. Therefore the OEC is asking that refund requests not be submitted before August 1, 2020. Such requests may be sent to [Youthcamps@ct.gov](mailto:Youthcamps@ct.gov) and must include a statement that the camp has not and will not operate during the 2020 summer season. Such requests will be processed by the OEC after August 31, 2020.

Thank you for your continued efforts to protect the health and safety of Connecticut's children.



Ned Lamont  
Governor  
Susan Bysiewicz  
Lt. Governor

# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



Beth Bye  
Commissioner

**DATE:** March 31, 2020 **REVISED June 3, 2020**

**TO:** Providers of Services to Young Children

**FROM:** Beth Bye, Commissioner

**RE:** Coronavirus Memo #15 **REVISED**  
Reduced Group Size and Enhanced Health Procedures for Child Care Programs During COVID-19 Emergency

On March 30, 2020 Governor Ned Lamont issued Executive Order NO. 7Q, as amended by Executive Order NO. 7VV, which includes provisions limiting group sizes in child care programs and enhancing health procedures. These provisions have been put in place to ensure child care operations that are ongoing during the COVID-19 emergency implement procedures that help limit the spread of COVID-19 and protect the health and safety of children and staff.

Effective immediately, and for the period of the declared state of emergency, the following requirements are in place for all child care operations including but not limited to child care centers, group child care homes, family child care homes, youth camps, and child care facilities that are exempt from licensing requirements pursuant to Section 19a-77 of the Connecticut General Statutes.

- Group sizes are limited to no more than ten children in one space.
- Any child care program caring for more than fifty children in one facility must obtain approval from the OEC and demonstrate sufficient separation of groups within the facility. An application for approval will be available on the OEC website.
- All children and child care staff must be checked prior to entering the program for any observable illness, including cough or respiratory distress, and to confirm temperature below one hundred degrees Fahrenheit.
- Enhanced cleaning and disinfection practices shall be implemented.
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds as follows:
  - Before coming in contact with any child
  - Before and after eating

Phone: (860) 500-4450 · Fax: (860) 326-0552  
450 Columbus Boulevard, Suite 302  
Hartford, Connecticut 06103  
[www.ct.gov/oec](http://www.ct.gov/oec)  
*Affirmative Action/Equal Opportunity Employer*

- After sneezing, coughing or nose blowing
- After using the rest room
- Before handling food
- After touching or cleaning surfaces that may be contaminated
- After using any shared equipment like toys, computer keyboards, mouse

If soap and water are not available, an alcohol based sanitizer shall be used. Adults should always supervise use of alcohol-based sanitizers. Likewise, all handwashing activities must be supervised by adults to verify that children are properly washing their hands for 20 seconds.

- All staff must cover coughs and sneezes with tissue or the corner of the elbow. All staff must also encourage children, when appropriate, to cover coughs and sneezes with tissues or the corner of the elbow. All soiled tissues must be dispensed immediately after each use.

Thank you for your continued efforts to protect the health and safety of Connecticut's children.



Ned Lamont  
Governador  
Susan Bysiewicz  
Vicegovernadora

# ESTADO DE CONNECTICUT

## OFICINA DE LA PRIMERA INFANCIA



Beth Bye  
Comisionada

**FECHA:** 31 de marzo de 2020 **REVISADO 3 de junio de 2020**

**PARA:** Proveedores de servicios para niños pequeños

**DE:** Beth Bye, Comisionada

**ASUNTO:** Comunicado n.º 15 sobre el coronavirus **REVISADO**  
Reducción en los tamaños de los grupos y mejores procedimientos de salud para programas de cuidado de niños durante la emergencia de la COVID-19

El 30 de marzo de 2020, el gobernador Ned Lamont emitió la Orden Ejecutiva n.º 7Q, enmendada por la Orden Ejecutiva n.º 7VV, que incluye disposiciones que limitan el tamaño de los grupos en los programas de cuidado de niños y que mejoran los procedimientos de salud. Estas disposiciones se han puesto en marcha para garantizar que los centros que continúan con las actividades de cuidado de niños durante la emergencia de la COVID-19 implementen procedimientos que limiten la propagación de la enfermedad y protejan la salud de los niños y los miembros del personal.

Estas medidas entrarán en vigencia de inmediato y continuarán durante el periodo declarado como estado de emergencia. Además, se pondrán en marcha para todas las actividades relacionadas con el cuidado de niños, entre las que se incluyen las siguientes: los centros de cuidado de niños, los hogares grupales de cuidado de niños, los hogares familiares de cuidado de niños, los campamentos juveniles y otros centros de cuidado de niños que están exentos de los requisitos de autorización conforme a la sección 19a-77 de los Connecticut General Statutes (Estatutos Generales de Connecticut).

- El tamaño de los grupos se limita a no más de diez niños en una misma sala.
- Cualquier programa de cuidado de niños que brinde servicio a más de cincuenta niños en un solo centro debe obtener aprobación de la Office of Early Childhood (OEC, Oficina de la Primera Infancia) y demostrar que los grupos estarán lo suficientemente separados dentro del centro. Una solicitud de aprobación estará disponible en el sitio web de la OEC.
- Se debe revisar a todos los niños y a los miembros del personal del cuidado de niños antes de ingresar al programa para comprobar que no estén enfermos, ni tengan tos o problemas respiratorios, y confirmar que la temperatura esté por debajo de los 100 grados Fahrenheit.

Teléfono: (860) 500-4450 · Fax: (860) 326-0552  
450 Columbus Boulevard, Suite 302  
Hartford, Connecticut 06103  
[www.ct.gov/oec](http://www.ct.gov/oec)

*Empleador que cumple con las leyes de igualdad de oportunidades y acción afirmativa*

- Se implementarán mejores prácticas de limpieza y desinfección.
- Todos los miembros del personal y los niños deben lavarse las manos a menudo con agua y jabón durante al menos 20 segundos en las siguientes situaciones:
  - Antes de entrar en contacto con los niños.
  - Antes y después de comer.
  - Después de estornudar, toser o sonarse la nariz.
  - Después de ir al baño.
  - Antes de manipular alimentos.
  - Después de tocar o limpiar superficies que puedan estar contaminadas.
  - Después de usar elementos compartidos, como juguetes, teclados de computadora, ratones.

Si no hay agua y jabón, deben usar un desinfectante a base de alcohol. Los adultos deben supervisar en todo momento el uso de desinfectantes a base de alcohol. De la misma manera, deben supervisar el lavado de manos para comprobar que los niños se laven las manos de manera correcta durante 20 segundos.

- Todos los miembros del personal deben cubrirse con un pañuelo de papel o la parte interna del codo al toser o estornudar. Además, deben alentar a los niños, cuando corresponda, a cubrirse con un pañuelo de papel o la parte interna del codo al toser o estornudar. Todos los pañuelos utilizados deben arrojarse a la basura inmediatamente después de su uso.

Gracias por sus continuos esfuerzos para proteger la salud y la seguridad de los niños de Connecticut.

**Application for Approval**

Pursuant to Executive Order NO. 7Q, signed by Governor Ned Lamont on March 30, 2020, any child care program caring for more than thirty children in one facility during the declared state of the COVID-19 emergency must obtain approval from the Commissioner of Early Childhood (OEC) and demonstrate sufficient separation of groups within the facility to help limit the spread of COVID-19 and protect the health and safety of children and staff. We are grateful for your service to the State of CT at this time-and to families and children.

I, \_\_\_\_\_, am seeking the OEC to approve the provision of child care services to more than 30 children at the facility identified below during the declared state of the COVID-19 emergency.

\_\_\_\_\_  
Facility Name License # if applicable

\_\_\_\_\_  
Full Address

Maximum number of children being served at any one time in the facility: \_\_\_\_\_

I hereby attest that policies and procedures have been put in place that will ensure that all of the conditions listed and checked below will exist for the period of the declared state of emergency that maintain sufficient separation of groups of no more than 10 children within the facility that will limit the spread of the COVID-19 (All boxes must be checked below):

- Groups of children will remain in separate rooms while in attendance.
- No more than ten children will be in any room at one time even if there are half walls, half doors or other physical barriers within such room separating groups of children. For children under the age of three, a group size of 8 and a ratio of 1:4 are still required.
- Groups of children will not come in contact with other groups of children while in attendance, including at the beginning and end of the day, while engaged in outdoor play and during arrival and departure times.
- Enhanced cleaning will be performed throughout the day, in particular in common spaces such as bathrooms, outdoor space and doorways/hallways when used by different groups.
- Staffing patterns will minimize movement of staff between groups of children throughout the day.
- All staff have been trained on the policies and procedures that ensure the above conditions.
- All parents of enrolled children have been informed of these policies and procedures.

I further attest that the program will adhere to enhanced public health guidance as outlined in OEC Memo 15 and I have reviewed the guidance as outlined by the Centers for Disease Control and Prevention found at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#social>

\_\_\_\_\_  
Signature of Legal Representative/Operator of Child Care Program Date

Phone \_\_\_\_\_ Email \_\_\_\_\_

Submit this approval application to [OEC.covid19@ct.gov](mailto:OEC.covid19@ct.gov)

\*\*\*\*\*

FOR OFFICE USE ONLY      Approval Granted    YES      NO

Commissioner or Designee \_\_\_\_\_ Date \_\_\_\_\_



## INFORMED CONSENT

(this form may be used for staff and parents of children enrolled at a youth camp during the COVID-19 declared emergency)

I hereby attest that I have been informed of the following pertaining to the coronavirus:

- People who are 65 years and older and people of any age who have serious underlying medical conditions or are at higher risk for severe illness from COVID-19 are recommended to stay at home. A list of medical conditions associated with a higher risk for severe illness from COVID-19 can be found in [CDC's guidance](#).<sup>1</sup> Individuals and families should consult their healthcare provider to determine whether they have medical conditions that place them at risk.
- Staff and children living in households with individuals who are 65 years and older OR have higher risk for severe illness from COVID-19 are recommended to stay home.

\_\_\_\_\_  
Signature of Staff or Parent/Guardian

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Child's Name (if a parent/guardian)

\_\_\_\_\_  
Date

\_\_\_\_\_  
<sup>1</sup> Includes chronic lung disease or moderate to severe asthma, serious heart conditions, immunocompromised (cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications), severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis and liver disease. Individuals should consult their healthcare provide to determine whether they have medical conditions that place them at increased risk for severe illness from COVID-19.



# STATE OF CONNECTICUT

## OFFICE OF EARLY CHILDHOOD



### Youth Camp Application Checklist and General Information

#### **DO NOT FAX COPIES OF APPLICATION –MAIL ORIGINAL APPLICATION WITH CHECK**

Dear Youth Camp Applicant:

Thank you for your interest in youth camp licensing. Please follow the instructions below to apply for the license.

- Application - Complete the application form in blue or black ink and answer all questions completely. We will begin processing your application as soon as we receive the application fee and the application form. The application shall be submitted at least 30 days prior to the starting date of the camp.
- \$315.00 Application Fee for a not for profit camp or \$815.00 Application Fee for a for profit camp. Make your check payable to "Treasurer State of Connecticut." This fee is not refundable.
- An initial inspection will be required for any new camp or any camp which is moving to a new location or to a location not used in the prior year. You will be contacted to set up an appointment. At the time of the initial inspection, the following will be required:
  - CPR & First Aid certifications for the Director of First Aid (21 years of age or older) or CPR certification for the Nurse if applicable.
  - A current Fire Marshal certificate for each location requiring an initial inspection OR the date that the Fire Marshal is scheduled to inspect the location. This date must be prior to the opening date of camp.
- Submit driving directions to all camp locations listed on the application, unless previously submitted.
- At the time of the full unannounced inspection, a copy of current First Aid and CPR certifications for the director of first aid, who must be 21 years of age or older, must be available and CPR for the nurse if applicable.
- At the time of the full unannounced inspection, a copy of the current Fire Marshal's certificate for the camp location(s) listed on the application must be available.
- Any changes location(s), operational dates, field trip dates, or camp physician/APRN shall be reported to the agency on a General Report of Change form.
- Any changes in camp director or alternate director shall be reported on General Report of Change for Camp Director and/or Alternate Director(s)

Note: As the operator of a licensed youth camp, you are responsible to be in compliance with all applicable statutes and regulations. These statutes and regulations can be obtained @ <http://www.ct.gov/oec/camps>. At this location, you may also find staff certification requirements, inspection forms, nurse/first aider forms, and other miscellaneous forms and information concerning the Youth Camp Licensing Program. Should you have any questions concerning the application process, please contact the Youth Camp Licensing Program at the numbers below.

Phone: (860) 500-4450 · Fax: (860) 326-0552  
450 Columbus Boulevard, Suite 302  
Hartford, Connecticut 06103  
[www.ct.gov/oec](http://www.ct.gov/oec)

*Affirmative Action/Equal Opportunity Employer*

APPLICATION FOR A LICENSE TO OPERATE A YOUTH CAMP

Camp Name \_\_\_\_\_ Page 1 of 5

If renewal, list name of camp exactly as it appears on last license issued.

Check One

- Initial License
Renewal License License # YCYC\_\_\_\_\_

Date Application Received
OEC Use Only

Check One

- For Profit Camp \$815.00
Not for Profit Camp \$315.00 When the owner of the camp is claiming non-profit status for the first time, owner shall provide proof of non-profit status. The following forms will be accepted: (1) 501(c)3 issued by the Internal Revenue Service or (2) E Permit issued by the State of Connecticut, Department of Revenue Services.

WORKERS' COMPENSATION INSURANCE

If you hire employees to work in your program, state law (CGS Section 31-286a(b)) requires that no state department, board or agency may issue or renew a license, or permit to operate a business in this state unless the applicant first presents sufficient evidence of current compliance with the workers' compensation insurance coverage requirements of Section 31-284. For more information contact your insurance agent or the Workers' Compensation Commission at 1-800-223-9675 or 1-860-493-1534.

Do you hire employees in your program that require you to obtain Worker's Compensation Insurance? [ ] No [ ] Yes

If "Yes", please complete the following: Name of Insurer \_\_\_\_\_

[ ] If "Yes," check here to certify that Worker's Compensation insurance coverage will be maintained for the duration of time individuals are employed to work at the youth camp which operates under this license.

Insurance Policy Number \_\_\_\_\_

Effective Dates of Workers' Compensation Coverage \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

OPERATOR'S (Owner's) INFORMATION

Federal Employee ID # (FEIN) (2 digits) \_\_\_\_ - (7 digits) \_\_\_\_\_ If using FEIN, enter owner's name listed on

Internal Revenue Service, form IRS 501(c)3 \_\_\_\_\_ or St of CT E Permit # \_\_\_\_\_

If owner does not have Federal Employee ID #, Social Security # (3 digits) \_\_\_\_\_ - (2 digits) \_\_\_\_\_ - (4 digits) \_\_\_\_\_

List name exactly as it appears on the Social Security card \_\_\_\_\_

Address 1: P. O. Box # \_\_\_\_\_ Address 2: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_ Ext \_\_\_\_\_ Fax number (\_\_\_\_\_) \_\_\_\_\_

Cell number (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Point of contact for the camp before, during and after camp season ends:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Permanent Phone # (\_\_\_\_\_) \_\_\_\_\_ Ext. # \_\_\_\_\_ Cell number (\_\_\_\_\_) \_\_\_\_\_

Fax number (\_\_\_\_\_) \_\_\_\_\_ Email address: \_\_\_\_\_

Office Use Only - Filing Town \_\_\_\_\_

**For locations not used in the prior year, an initial inspection is required prior to operation. Prior to Agency approval, the following will be required:**

- CPR & First Aid certifications for the Director of First Aid (21 years of age or older) or CPR certification for the Nurse if applicable.
- A current Fire Marshal certificate for each location requiring an initial inspection OR the date that the Fire Marshal is scheduled to inspect the location. This date must be prior to the opening date of camp.

<p align="center"><b>Primary Camp Location Address</b></p> <p>Enter site with first opening date here</p> <p>Operated at this site last year?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p align="center"><b>Camp Operational Dates at this Location</b></p> <p>If hours of operation vary per session, indicate hours next to each date range. Include all dates that will fall within the yearlong renewal cycle including vacation dates, if applicable. <b>Operational dates may not overlap dates listed for another location.</b></p>
<p>Where is camp operating? (name of camp, field or building)</p> <p>_____</p> <p>Street _____</p> <p>City _____ Zip _____</p> <p>Location Phone # (_____) _____ Ext. _____</p> <p>Location Fax # (_____) _____</p> <p>Camp Director's Cell # (_____) _____</p> <p>Camp Email Address: _____</p>	<p>Ex: <u>6 / 28</u> to <u>8 / 13</u>   hours <u>7 am – 3:30 pm</u></p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p>
<p align="center"><b>Additional Camp Location Address</b></p> <p>Operated at this site last year?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>	<p align="center"><b>Camp Operational Dates at this Location</b></p> <p>If hours of operation vary per session, indicate hours next to each date range. Include all dates that will fall within the yearlong renewal cycle including vacation dates, if applicable. <b>Operational dates may not overlap dates listed for another location.</b></p>
<p>Where is camp operating? (name of camp, field or building)</p> <p>_____</p> <p>Street _____</p> <p>City _____ Zip _____</p> <p>Location Phone # (_____) _____ Ext. _____</p> <p>Location Fax # (_____) _____</p> <p>Camp Director's Cell # (_____) _____</p> <p>Camp Email Address: _____</p>	<p>Ex: <u>6 / 28</u> to <u>8 / 13</u>   hours <u>7 am – 3:30 pm</u></p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p> <p>____/____ to ____/____   hours _____</p>

If your camp needs to change locations after your application has been submitted or the camp is licensed, a General Report of Change form will be required with a new page 2 and directions to the new location. For a new location(s) on this license, attach directions on 8 1/2 x 11 paper with camp name and license #. **Duplicate page as needed for additional locations.**

**MAIL ADDRESS FOR CAMP OPERATOR (Owner)**

**This address is where the license and all other correspondence from the OEC will be sent to the owner of the camp.**

Name or Organization \_\_\_\_\_

Address 1: P. O. Box # \_\_\_\_\_ Address 2: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email address **for owner:** \_\_\_\_\_

**CAMP SERVICES - All camps must complete the following questions:**

Camp Service Type: Please select the type of camp that best describes your program. SELECT ONLY ONE

General  Adventure  Religious  Special Needs  Sports  Travel

Camp Type:  Day Camp  Residential Camp  Both Day Camp and Residential Camp

Minimum Camper Age: (3 or older) \_\_\_\_\_ Maximum Camper Age: \_\_\_\_\_

Estimated number of campers \_\_\_\_\_ and staff \_\_\_\_\_ for entire camp season. Include all locations & vacation camps.

Camp Gender:  Co-ed  Female  Male

Vacation Camp Hours of Operation: \_\_\_\_\_:\_\_\_\_\_  a.m.  p.m. to \_\_\_\_\_:\_\_\_\_\_  a.m.  p.m.

Food Service: Does the camp provide food from an on-site kitchen?  Yes  No

Water Supply:  Public Water  Private Well(s)  Both Public & Private Well(s)

If camp has both day campers and residential campers, please complete both sections below. If camp is only a day camp or only a residential camp, please complete only the section applicable to your type of camp.

**Day Camps Only:** Must match exact operational dates listed on page 2.

Do all sessions begin and end on the same day of the week?  Yes If yes, complete next line  No - If no, varying days of week & hours should be indicated next to the sessions listed on page 2.

Days of Operation: (Ex: Monday to Friday) \_\_\_\_\_ to \_\_\_\_\_

Day Camp Hours of Operation: (Ex: 8:30 am to 4:45 pm) \_\_\_\_\_:\_\_\_\_\_  am or  pm to \_\_\_\_\_:\_\_\_\_\_  am or  pm

**Residential Camps Only:** Must match exact operational dates listed on page 2.

Do all sessions begin and end on the same day of the week?  Yes If yes, complete next line  No - If no, varying days of week & hours should be indicated next to the sessions listed on page 2.

Days of Operation: (Ex: Sunday – Saturday) \_\_\_\_\_ to \_\_\_\_\_

Campers arrive for first session on \_\_\_\_\_/\_\_\_\_\_ (date) at \_\_\_\_\_:\_\_\_\_\_  am  pm

Campers leave during the last session on \_\_\_\_\_/\_\_\_\_\_ (date) at \_\_\_\_\_:\_\_\_\_\_  am  pm

**FIELD TRIP DATES** – If attaching list of trips, list should ONLY INCLUDE FIELD TRIPS WHEN ALL CAMPERS & STAFF WILL BE OFFSITE. Do not attach calendars with field trip dates. List only date(s), departure time(s) and return time(s).

No Field Trips  Field trip dates (all campers & staff offsite) \_\_\_\_\_  List Attached  Field trip dates unknown at this time, will report on General Report of Change form once known for Agency processing and scheduling.

**CAMP DIRECTORS/ALTERNATE DIRECTORS**

Section 19a-422 of the Connecticut General Statutes requires that an Agency approved director or assistant director be on site at all times camp is in operation. All new directors must complete the Application for New Camp Director or Alternate Director Approval. A certificate of approval will be issued and mailed by the Office of Early Childhood to each new director being approved for the first time. List all directors and alternate directors below. Include date of birth, home mailing addresses, permanent phone numbers and personal e-mail addresses. Approval numbers for all directors can be found on the Agency's website @ <https://www.elicense.ct.gov/Lookup/GenerateRoster.aspx>. From the list of available rosters, click on Youth Camp Licensing and check the box "Approved Youth Camp Directors," click on Continue, click on Download, and click on Open. Highlight column A by clicking on the "A" header. Click on Sort & Filter and select either A-Z or Z-A. The approval number is listed in column E and starts with YCDR. with a five digit number.

**If director or alternate has prior Agency approval, their approval number must be included on this application.** The approval number is available on the website. See directions above. *Note: the approval # is not the camp license #.*

**CAMP DIRECTOR** - If previously approved as a director or alternate, provide **Approval # YCDR.** \_\_\_\_\_

**If no approval #, New Camp Director or Alternate Director application is**  **enclosed**  **mailed or**  **faxed on** \_\_\_\_/\_\_\_\_/\_\_\_\_

Legal First Name \_\_\_\_\_ M.I. \_\_\_\_ Last Name \_\_\_\_\_ Suffix (ex: Sr.) \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Mailing Address 1 \_\_\_\_\_

Mailing Address 2 \_\_\_\_\_ City/ Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_ Permanent Phone # (\_\_\_\_) \_\_\_\_\_

email Address \_\_\_\_\_

Name change for previously approved director. Indicate Former/Maiden Name \_\_\_\_\_

**ALTERNATE DIRECTOR** - If previously approved as a director or alternate, provide **Approval # YCDR.** \_\_\_\_\_

**If no approval #, New Camp Director or Alternate Director application is**  **enclosed**  **mailed or**  **faxed on** \_\_\_\_/\_\_\_\_/\_\_\_\_

Legal First Name \_\_\_\_\_ M.I. \_\_\_\_ Last Name \_\_\_\_\_ Suffix (ex: Sr.) \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Mailing Address 1 \_\_\_\_\_

Mailing Address 2 \_\_\_\_\_ City/ Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_ Permanent Phone # (\_\_\_\_) \_\_\_\_\_

email Address \_\_\_\_\_

Name change for previously approved director. Indicate Former/Maiden Name \_\_\_\_\_

**ALTERNATE DIRECTOR** - If previously approved as a director or alternate, provide **Approval # YCDR.** \_\_\_\_\_

**If no approval #, New Camp Director or Alternate Director application is**  **enclosed**  **mailed or**  **faxed on** \_\_\_\_/\_\_\_\_/\_\_\_\_

Legal First Name \_\_\_\_\_ M.I. \_\_\_\_ Last Name \_\_\_\_\_ Suffix (ex: Sr.) \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Mailing Address 1 \_\_\_\_\_

Mailing Address 2 \_\_\_\_\_ City/ Town \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Country \_\_\_\_\_ Permanent Phone # (\_\_\_\_) \_\_\_\_\_

email Address \_\_\_\_\_

Name change for previously approved director. Indicate Former/Maiden Name \_\_\_\_\_

**Duplicate page as needed to report additional alternate directors.**

*Office Use Only - Filing Town* \_\_\_\_\_

**MEDICAL COVERAGE CERTIFICATION**

Pursuant the Regulations of Connecticut State Agencies a physician or advanced practice registered nurse (APRN) shall be on call and responsible for all healthcare including first aid. The camp physician or APRN must hold a current Connecticut medical license. Note: Any physician or surgeon who holds a license in good standing in another state may practice as a youth camp physician in this state without a Connecticut license for a period not to exceed nine weeks. **This page may be duplicated if more than one physician or APRN is responsible for the camp.**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Physician/APRN's Phone Number (\_\_\_\_\_) \_\_\_\_\_

**I understand that I am responsible for the planning of emergency care, including supervision of camp health staff; a review of health care procedures; preparing written standing orders for licensed medical personnel, specifying first aid instructions for unlicensed personnel (first aid instructions for an unlicensed medical personnel cannot list any medications) and first aid equipment; reviewing, signing and dating the bound log on a weekly basis; and procedure implementation to maintain records on prescription drugs used at the above named camp. This is to certify that I have accepted the position of camp physician/APRN on call for the above named camp and will assume responsibility for all camp sessions for the duration of the license.**

\_\_\_\_\_  
License # \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Physician/APRN's Signature* \_\_\_\_\_ *License #* \_\_\_\_\_ *Date Signed* \_\_\_\_\_

\*\*\*\*\*

**OPERATOR CERTIFICATION**

I certify that all of the above statements contained herein are true and correct to the best of my knowledge. I promise to uphold and maintain all standards required under the Connecticut General Statutes and Regulations of Connecticut State Agencies governing the licensure and operation of a youth camp available on the Agency website @ <http://www.ct.gov/oec/camps>. Any false statements made herein are punishable in accordance with Sections 53a-157 and 19a-423.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_/\_\_\_\_

*Signature of the Operator (Owner) or individual authorized to act on behalf of the Operator/Owner Date Signed*

**A completed application is due 30 days prior to the opening date of your camp. The licensure fee in the form of a check or money order made payable to the Treasurer, State of Connecticut must accompany the application. All fees are non-refundable. Mail completed and signed application along with payment to the Office of Early Childhood, Division of Licensing, Youth Camps, 450 Columbus Boulevard, Suite 302, Hartford, CT 06103.**

*Please retain a copy of the application being submitted to the Office of Early Childhood*