



# CITY of NORTHAMPTON

## Department of Health and Human Services

Merridith O'Leary, RS ~ Commissioner  
Municipal Building ~ 212 Main Street ~ Northampton, MA 01060  
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<http://www.northamptonma.gov/245/Health>



**Public Health**  
Prevent. Promote. Protect.

### Memorandum

April 10, 2023

To: Northampton Based Recreational Camps for Children

From: Northampton Department of Health and Human Services (DHHS)

Re: 2023 Recreational Camp Season

#### Recreational Camp Operators -

All recreational camps in Northampton must be permitted and inspected by the DHHS. 105 CMR 430.000, Minimum Sanitation and Safety Standards for Recreational Camps for Children regulations establishes minimum health, safety, sanitary and housing standards to protect the well-being of children who are in the care of recreational camps for children in Massachusetts.

**Due Dates – to ensure your application, documentation, inspection and permitting align with your opening date.**

- Applications, fee and supporting documentation **are due at least 5 weeks prior to your opening date.** Application here:
- Any late submissions may result in your camp not opening on time.
- Pre-operational inspections are scheduled once your supporting documentation is reviewed and approved and scheduled one week prior to the camp start date to allow time for corrections if needed.
- Subsequent inspections(s) will take place once the camp is operational.

#### Required Supporting Documentation

- **Important** – Inspection Checklist. The yellow highlighted boxes represent which documents need to be submitted for review in binder format 5 weeks prior to your opening date. [Inspection Check List here](#): Please refer to code sections of 105 CMR 430.000 for a complete description of the regulation to ensure your documentation is complete.
- Supporting documentation must be in a binder format, indexed with tabs and following in the order of each section of the Camp Review Checklist
- Please submit a plan showing the buildings, structures, fixtures and facilities that will be used as the base of your camp (remember to include facilities that may be used as an emergency shelter and an infirmary)

## Pools

- If your camp has a seasonal pool, we will schedule an inspection prior to your camp start date.
- Please submit manufacturers specifics for your drain covers – Virginia Graeme Baker compliance documentation prior to your pool inspection. [VGB Link here:](#) [VGB Compliance Sample here:](#) [VGB Q & A & Log here:](#)

## Residential Camps

- If your camp has a seasonal pool, we will schedule an inspection prior to your camp start date.
- Please submit manufacturers specifics for your drain covers – Virginia Graeme Baker compliance documentation prior to your pool inspection [VGB Link here:](#)

## Documents, Resources and Links

### 2023 Camp Permit Application

[Link here:](#)

### Camp Inspection Checklist

[Link here:](#)

### The Massachusetts Recreational Camps for Children Regulations

[Link here:](#)

### Recreational Camps for Children – Community Sanitation

[Link here:](#)

### Northampton Department of Health & Human Services – Samples of Required Documents

[Link here:](#)

### DHHS Power Point - Overview of the permitting process

[Link here:](#)

If you are a new Camp Director or Camp in Northampton, please contact our office at 413-587-1214.

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## DHHS Staff Contacts

### Medical Documentation & Policies

- Elliot Ezcurra, Public Health Nurse – 413-587-1218 – [eezcurra@northamptonma.gov](mailto:eezcurra@northamptonma.gov)
- Kelly Hughes, Public Health Nurse – 413-587-1216 – [khughes@northamptonma.gov](mailto:khughes@northamptonma.gov)

### General Operational, Physical Facility, Pools & Food Service Questions

- Jasmine Ward, Health Inspector – 413-587-1217 – [jward@northamptonma.gov](mailto:jward@northamptonma.gov)
- Donna Bowman, Health Inspector – 413-587-1330 – [dbowman@northamptonma.gov](mailto:dbowman@northamptonma.gov)