

YOUTH CAMP CERTIFICATION

Information brought to you by the Center for Healthy Homes and Community Services



Maryland regulations establish standards to protect the health and safety of children attending youth camps. If you want to start a youth camp in Maryland, review this brochure, complete an application at least 60 days before your camp opens, visit our website, and contact the Center for Healthy Homes and Community Services if you have questions.



TRAINING

In preparation for each season, the Maryland Department of Health (MDH) offers in-person trainings for new camp operators.

Visit our website for the training schedule, location, and registration details.: health.maryland.gov/youth-camps

Center for Healthy Homes and Community Services

6 St. Paul Street, Suite 1301

Baltimore, MD 21202

Phone: 410-767-8417

Fax: 410-333-8926

Email:

mdh.envhealth@maryland.gov

HELPFUL TIPS

1. Ensure application is **complete**
2. Ensure application is **signed**
3. Ensure Workers' Compensation Insurance information is **included**
4. Ensure **correct payment** (amount depends on camp type)
5. Get started **early**:
 - a. Schedule Fire Marshal Inspection
 - b. Complete Background Check and CPS Clearance for Personnel Administrator
 - c. Complete Local Health Approval form and send to Local Health Department

APPLICATION CHECKLIST

PLAN AHEAD

Gather your documents and make sure your application is ready well ahead of time. If you have any questions about background checks, your camp type, or your camp application in general, contact the Center for Healthy Homes and Community Services.

ALL APPLICATIONS

All camp applications need:

1. Building documentation
2. Water source documentation
3. Sewerage disposal documentation
4. Written health program
5. Written emergency procedures
6. Written child abuse prevention and reporting procedures
7. Background check and CPS clearance for Personnel Administrator

Visit health.maryland.gov/youth-camps for details.



BACKGROUND CHECKS

1

CONTACT

The Maryland Criminal Justice Information System (CJIS) will issue your authorization number; CJIS-Central Repository
P.O. Box 32708
Pikesville, MD 21282
or call Central Repository,
Baltimore City, at
410-764-4501.

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COMPLETE

Complete background checks for all compensated employees. Visit health.maryland.gov/youth-camps for more about background checks.

Day Camp Criteria:

- Program operates for at least seven days in a three week period
- Campers are 3 1/2 to 18 years old
- Program includes three recreation activities or one specialized activity
- There are seven or more campers unrelated to the director
- Primarily recreational activities or at least 25 percent of the time is outside recreational activity

Residential Camp Criteria:

- Campers stay away from their parents for five days (four nights)
- Campers are 3 1/2 to 18 years old
- There are seven or more campers unrelated to the director
- Primarily recreational activities or at least 25 percent of the time is outside recreational activity

SOME APPLICATIONS

Some camp applications need:

1. Food service documentation
2. Primitive camp documentation
3. Trip plan
4. Transportation plan
5. Specialized activity plans



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Department of Health

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