

Title of Proposed Rule: Changes to the Rules Regulating Children's Resident Camps

Rule-making#: 07-1-11-1

Program: Office of Children,
Youth, and Family Services/
Division of Child Care

Rule Author: Dana Andrews

Phone: 303-866-5946

STATEMENT OF BASIS AND PURPOSE

Summary of the basis and purpose for the rule or rule change. *(State what the rule says or does, explain why the rule or rule change is necessary and what the program hopes to accomplish through this rule.)*

This rule change updates the Rules Regulating Children's Residential Camps to address issues of confusion of past rules, address new issues with resident camps, and to update the rules with current information and industry standards.

An emergency rule-making (which waives the initial APA noticing requirements) is necessary:

to comply with state/federal law and/or

to preserve of the public health, safety and welfare

Explain:

Authority for Rule:

State Board Authority: 26-1-107, C.R.S. (2006) - State Board to promulgate rules; 26-1-109, C.R.S. (2006) - State Board rules to coordinate with federal programs; 26-1-111, C.R.S. (2006)- State Board to promulgate rules for public assistance and welfare activities.

Program Authority: *(give federal and/or state cite and a summary of the language authorizing the rule-making)*

26-6-106, C.R.S. (2006) – standards for facilities and agencies

Does the rule incorporate material by reference?

<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

Does this rule repeat language found in statute?

If yes, please explain.

Initial Review	<u>03/09/2007</u>	Final Adoption	<u>04/06/2007</u>
Proposed Effective Date	<u>06/01/2007</u>	EMERGENCY Adoption	<u>n/a</u>

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STATEMENT OF BASIS AND PURPOSE (continued)

State Board Administration will send this rule-making package to CCI, OSPB and the JBC. The program has sent this rule-packet to which stakeholders?

Children's Resident Camp Rule Review Committee

Attachments:

Regulatory Analysis

Overview of Proposed Rule

Stakeholder Comment Summary

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REGULATORY ANALYSIS

(complete each question; answers may take more than the space provided)

1. List of groups impacted by this rule:

Which groups of persons will benefit, bear the burdens or be adversely impacted by this rule?

Children's Resident Camps will benefit from these rule changes. The rule changes clarify some existing rules and update other rules to bring them into compliance with State law and current industry standards.

2. Describe the qualitative and quantitative impact:

How will this rule-making impact those groups listed above? How many people will be impacted? What are the short-term and long-term consequences of this rule?

116 Children's Resident Camps serving 17,481 children will be impacted by these rule changes.

The short term impact will be that the new rules will be in place before the beginning of the 2007 summer camping session. The long term impact will be that rules will be more clear, consistent with State law, and up-to-date with current industry standards.

3. Fiscal Impact:

For each of the categories listed below explain the distribution of dollars; please identify the costs, revenues, matches or any changes in the distribution of funds even if such change has a total zero effect for any entity that falls within the category. If this rule-making requires one of the categories listed below to devote resources without receiving additional funding, please explain why the rule-making is required and what consultation has occurred with those who will need to devote resources.

State Fiscal Impact *(Identify all state agencies with a fiscal impact, including any CBMS change request costs required to implement this rule change)*

There is no impact to the state.

County Fiscal Impact

There is no impact to the counties.

Federal Fiscal Impact

There is no Federal impact.

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REGULATORY ANALYSIS (continued)

Other Fiscal Impact (such as providers, local governments, etc.)

There will be a fiscal impact to Children's Resident Camps that do not have a registered nurse or physician as their health care provider. These camps will be required to either hire or contract with a registered nurse to delegate medication administration to camp staff. It is undetermined at this time what the fiscal cost to camps will be as it is unknown how many resident camps do not have a registered nurse or physician as their health consultant. The cost for a registered nurse to consult once a month is about \$75 to \$90 a month. It is estimated that a nurse would have to consult at least weekly for the 90 day summer camping season because of the different children that attend camp every week and their medication needs; therefore, the cost to the resident camp could be as high as \$1170 for the 90 day summer camping season.

4. Data Description:

List and explain any data, such as studies, federal announcements, or questionnaires, you relied upon when developing this rule?

5. Alternatives to this Rule-making:

Describe any alternatives that were seriously considered. Are there any less costly or less intrusive ways to accomplish the purpose(s) of this rule? Explain why the program chose this rule-making rather than taking no action or using one of the listed alternatives.

No other alternatives to this rule making were considered. The Division of Child Care convened a Resident Camp Taskforce in the fall of 2007 to discuss requested and needed changes in the Rules Regulating Children's Resident Camps. This rule package contains the consensus of the taskforce.

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OVERVIEW OF PROPOSED RULE

Compare and/or contrast the content of the current regulation and the proposed change.

<u>Section Numbers</u>	<u>Current Regulation</u>	<u>Proposed Change</u>	<u>Stakeholder Comment</u>			
7.711	Title of rule	Adds "Resident" to the title	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
7.711.12	Governing body	Adds requirement that an original application and fee must be submitted for a change in governing body	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
7.711.15	Reports	Clarifies that a report of a sick or injured camper must only be submitted if the camper is permanently sent home	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
7.711.21, A	Personnel	Clarifies that youth under 16 years of age may be employed if it meets Colorado labor laws	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
7.711.21, E	Personnel	Clarifies that employee health history must be completed within 90 days of the beginning of camp	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
7.711.22, B	Camp personnel	Clarifies who can be the camp health supervisor and the requirement for medication delegation by a registered nurse	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
7.711.22, C-D	Camp personnel	Adds language about distance from definitive medical care	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No
7.711.22, F	Camp personnel	Adds rule that children under 6 must be directly supervised by their parents when at camp	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No
7.711.23	Necessary staff supervision	Clarifies that counselors must be within sight or hearing of children they supervise when sleeping and changes name of Red Cross first aid card	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No

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<u>Section Numbers</u>	<u>Current Regulation</u>	<u>Proposed Change</u>	<u>Stakeholder Comment</u>			
7.711.51, L	Health care	Requires delegation of medication by a registered nurse, clarifies that emergency medications do not have to be stored in a locked container, and allows children to carry asthma inhalers	<u>X</u>	Yes	<u> </u>	No
7.711.55, J	Transportation	Changes name of Red Cross first aid card	<u> </u>	Yes	<u>X</u>	No
7.711.61, A, 3	Children's records	Adds cell phone, fax, and email to parent or guardian information resources	<u>X</u>	Yes	<u> </u>	No
7.711.62	Staff records	Adds cell phone, fax, and email to emergency contact information	<u>X</u>	Yes	<u> </u>	No
7.711.71, B-C	Fire safety and sanitation	Adds requirement for fire and health requirement at least every two years	<u>X</u>	Yes	<u> </u>	No
7.711.71, I, 3-9	Campsites	Adds requirement for playground equipment at camps	<u> </u>	Yes	<u>X</u>	No

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STAKEHOLDER COMMENT SUMMARY

The following individuals and/or entities were contacted and informed that this rule-making was proposed:

Children's Resident Camp Rule Review Committee

Comments were received from stakeholders on the proposed rule-making:

Yes No

If "yes", please summarize and/or attach the feedback you received:

1. Revise children's record information to include multiple ways of contacting parents, but do not require that all children have information on every option.
2. Revise staff records to change wording from "to include" to "may include" under ways to reach an emergency contact.
3. Change the "and/or" to "or" in second line of 7.711.22,D because of the "either" in the first line.
4. Clarify that children can be supervised by a guardian if children are not participating in camp activities.
5. Delete "place of employment and employment addresses" from children's and staff records.
6. Require fire and health inspections every three years.
7. Revise 7.711.21 to reword sentence.
8. Revise 7.711.22 to add "one or "more" health care providers. Add a 1 and 2 to clarify that at least one health care provider must be at camp 24 hours a day and to clarify who has authority to delegate medications.

7.711 RULES REGULATING CHILDREN'S **RESIDENT** CAMPS

Add eff. 7/1/00 In addition to the General Rules for Child Care Facilities, children's **RESIDENT** camps shall follow the rules specified in this section AND THE "RULES AND REGULATIONS GOVERNING THE SANITATION OF CHILD CARE CENTERS IN THE STATE OF COLORADO".

7.711.1 DEFINITIONS

Rev. eff. 7/1/00 A. A "residential camp" is a facility operating for three or more consecutive 24-hour days during one or more seasons of the year for the care of five or more children. The program shall have as its purpose a group living experienced offering education and recreational activities using an outdoor environment. The campers shall have completed kindergarten or be at least 6 years old to 16 years old. The recreational experiences may occur at the permanent camp premises or on trips away from the camp.

Rev. eff. 11/1/98 B. A residential camp may have a "primitive camp" which is a portion of the permanent camp premises or another site at which the basic needs for camp operation, such as places of abode, water supply systems, and permanent toilet and/or cooking facilities, are not usually provided

Rev. eff. 7/1/00 C. A "travel-trip camp" shall be known as a camp in which there is no permanent camp site and children move from one site to another. The travel-trip camp either originates in Colorado or moves into and/or through Colorado from another state and operates for three or more consecutive 24-hour days during one or more seasons of the year for the care of five or more children who are at least 10 years old or have completed the fourth grade to 18 years old. The program shall have as its purpose a group learning experience offering educational and recreational activities utilizing an outdoor environment.

Rev. eff. 11/1/98 D. A "non-medical religious camp" is a camp operated by a religious organization which does not believe in the use of medical practice in physical examination or treatment of illness or injury.

7.711.11 Purpose and Goals

Each camp shall submit to the department a statement of goals and objectives. This statement shall be kept on file, updated periodically, made known to staff, and available for licensing inspection.

7.711.12 Governing Body

Rev. eff. 7/1/00 The governing body shall be identified by its legal name. The names and addresses of individuals who hold primary financial control and officers of the governing body shall be disclosed fully to the Colorado Department of Human Services. When changes of governing body occur, the ~~Department shall be informed within 30 calendar days~~ NEW GOVERNING BODY MUST IMMEDIATELY SUBMIT AN ORIGINAL APPLICATION AND PAY THE REQUIRED FEE.

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7.711.12 Governing Body (continued)

- Rev. eff. 7/1/00
- A. If the governing body lets, leases, or rents the licensed facility to any group or organization whose program falls under the definition as found at Section 7.711.1 and verifies in writing to the STATE Department that the lessee meets the licensing standards, an application is not required of the lessee. If the governing body does not verify that the lessee meets the licensing standards, an application is required of the lessee and the license must be issued to the lessee before the camp opens.
 - B. When the facility is let, leased, or rented, the governing body shall report the following in writing at the request of the STATE Department: name of the group, number and ages of children, length of time for use of the facility, and the purpose of the camp.

7.711.13 Financial Support

Rev. eff. 11/198

The governing body shall satisfy the department upon request that there is sufficient financial support to operate and maintain a camp in accordance with these rules and camp goals and objectives.

7.711.14 Insurances

- A. Every facility shall carry public liability insurance. The applicant or licensee shall submit the amount of the insurance and the name and the address of the insurance agency providing the insurance to the camp. The camp shall maintain information about the insurance at the campsite. A camp need not carry public liability insurance if the camp's governing body determines that insurance is unnecessary due to its financial ability to meet all possible claims. The basis of such judgment must be revealed to the department.
- B. Camps operating their own transportation vehicles shall carry liability insurance in compliance with the minimum limits required by Article 10, Chapter 7, Colorado Revised Statutes.

7.711.15 Written Agreements, Reports, and Logs

- Rev. eff. 7/1/00
- A. There shall be on file at the campsite and annually-dated a written agreement with a licensed physician or nearby health care facility stating that the physician or health care facility will furnish the necessary medical services for campers at the camp and medical help as a backup to the camp staff members responsible for health supervision.
 - B. A travel-trip camp is not required to have a written agreement, but must have a list of all medical facilities in areas where the travel-trip camp will be traveling.
 - C. The camp shall report to the **State Department** in writing within 48 hours each injury or illness which required that the camper be PERMANENTLY sent home. The report shall include name, age and address of the camper; name of camper's parent(s) or guardian(s) and their address if different; date of accident or illness; description of accident or diagnosis of illness; treatment given; name and address of physician prescribing treatment; and, where treatment was given and disposition of the case.

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7.711.15 Written Agreements, Reports, and Logs (continued)

- Rev. eff.
7/1/00
- D. The camp shall maintain at the campsite a medical record keeping system, listing name of camper, ailment, treatment prescribed and administered date and name of person administering care. This record keeping system shall be available to licensing personnel.
- E. Within 24 hours of each incident, the camp shall submit to the state department a written report about any camper who has been lost from the campsite and for whom a report has been made to the local sheriff's department for search and rescue. Such report shall indicate the name, age and address of the camper; the name of parent(s) or guardian(s) and their address if different; the date when the child was lost; the location, time and circumstances when the camper was last seen; circumstances of locating the camper.
- F. Each camp shall have a plan for action in case of natural disasters, lost campers/swimmers, injuries, and illnesses. These plans shall be in writing and shall be on file at the camp office. The staff shall receive training regarding the implementation of these plans. In the case of a travel-trip or primitive camp, these plans shall accompany the staff members and campers.

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7.711.2 PERSONNEL

7.711.21 General Requirements for All Personnel

- Rev. eff. 7/1/00
- A. All paid employees at the camp shall be sixteen (16) years of age or over, EXCEPT THAT eEmployment of maintenance staff including kitchen service, grounds, and housekeeping employees under 16 years of age ~~must be~~ IS ALLOWED IF IN compliance with Colorado labor laws.
 - B. All counselors and staff members having a supervisory role with campers shall be at least eighteen (18) years of age and have interest in, respect for, and ability to work with children.
 - C. There shall be a letter of agreement with each volunteer or employed staff member which includes listing of specific responsibilities/job description and referring to information contained in the hiring packet or staff manual. Days or hours of employment/time off, personal conduct, and necessary medical examinations must be provided in writing and may be provided in the hiring packet or the staff manual. The letter of agreement shall be signed by both the employer and the volunteer or staff member. In the case of staff members or volunteers who are younger than eighteen (18) years old, the letter of agreement shall also be signed by the parent or guardian.
 - D. There shall be at least three references about each staff member of the camp attesting to the individual's character and suitability to work with children. The written references shall be in the personnel file or there shall be an indication in the personnel file that a reference has been obtained by telephone.
 - E. Each staff member must complete a current health history and must have been examined within the last 24 months by a licensed medical health care professional approved to perform physical examinations. ~~A statement signed by the health care professional~~ THE HEALTH HISTORY MUST BE completed within 90 calendar days of the beginning of working at the camp and ~~the health history completed by the employee~~ shall be maintained in the personnel file at the camp. The staff members of a non-medical religious camp are exempt from this regulation.
 - F. If a staff member wishes an exemption from an examination performed by a licensed medical health care professional due to religious beliefs, the staff member shall submit a signed, written statement, which states the reason for the religious exemption and that the individual is in good health. A camp retains the right to ask a staff member for a written statement prior to employment at the camp.
 - G. Each staff member shall be trained and given written instructions as to camp policy when emergencies occur, such as fires, lost campers, and injuries.

7.711.22 Necessary Camp Personnel

- Rev. eff. 11/1/98
- A. Each camp shall have an onsite director who shall be at least twenty-one (21) years of age. The director shall have a maturity of judgment and prior verified adult leadership experience in an administrative or supervisory position at an organized camp and twelve months employed adult leadership with groups of children since he/she attained the age of 18 years.

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7.711.22 Necessary Camp Personnel (continued)

Rev. eff.
7/1/00

- B. At each permanent camp there shall be ~~a~~ ONE OR MORE health care providers who shall be responsible for monitoring the overall health of the camp and creating a healthy camp community. ~~The~~ health care provider may be qualified by one of the following: a licensed physician, a registered nurse, a licensed practical nurse, a licensed physician's assistant, A CERTIFIED NURSING ASSISTANT, OR a staff member who holds a current American Red Cross Emergency Response Certificate or a current certificate as an Emergency Medical Technician or equivalent. ~~Such an individual shall be at the camp 24 hours per day that the camp is in session.~~ Any health care provider other than a licensed physician, registered nurse, or licensed practical nurse must also hold a current certificate indicating completion of the STATE Department approved and required medication administration course.
1. At least one health care provider shall be at the camp 24 hours per day that the camp is in session.
 2. IF THE CAMP HEALTH CARE PROVIDER IS NOT A PHYSICIAN OR RN, A PHYSICIAN OR RN CURRENTLY LICENSED IN COLORADO MUST SPECIFICALLY DELEGATE AUTHORITY TO ANY CAMP HEALTH CARE PROVIDER OR CAMP STAFF MEMBER TO ADMINISTER MEDICATIONS. THE DELEGATING PHYSICIAN OR RN MUST BE AWARE OF THE SPECIFIC MEDICAL NEEDS OF CAMPERS, BE AVAILABLE FOR CONSULTATION WHILE THE CAMP IS IN SESSION AND ACCEPT RESPONSIBILITY FOR MONITORING THE THERAPEUTIC EFFECTS OF MEDICATIONS ADMINISTERED AT CAMP. AS DIRECTED BY THEIR SCOPE OF PRACTICE, EMT'S MAY NOT ADMINISTER MEDICATIONS IN THE CAMP SETTING; THEREFORE, AN EMT MAY NOT SERVE AS THE SOLE CAMP HEALTH CARE PROVIDER. RESPIRATORY THERAPISTS MAY ADMINISTER MEDICATION WITHIN THEIR SCOPE OF PRACTICE.
 3. ALL HEALTH CARE PROVIDERS, EXCEPT PHYSICIANS AND RNS, MUST TAKE THE DEPARTMENT APPROVED MEDICATION ADMINISTRATION COURSE AND HOLD A CURRENT FIRST AID AND CPR CARD.

Add eff.
7/1/00

- C. At any primitive camp within SIXTY (60) ~~hiking~~ minutes FROM DEFINITIVE MEDICAL CARE of the base camp, where children may be away from the base camp for up to six nights, there must be at least one staff member qualified with community first aid training, CPR, and medication administration training if children taking medicine accompany the trip.
- D. At any primitive camp where children are either more than ~~60 hiking minutes away from the camp~~ ONE HOUR FROM DEFINITIVE MEDICAL CARE and/or are away from the base camp for seven or more nights, there must be at least one staff member with each group of children with wilderness first aid training, CPR, and medication administration training.

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7.711.22 Necessary Camp Personnel (continued)

- E. At any primitive camp where children are away from camp for seven or more nights and are more than one hour away from emergency medical services, there must be at least one staff member with each group of children with wilderness first responder training, CPR, and medication administration training if children taking medicine accompany the trip.
- Rev. eff. 7/1/00 F. There shall be sufficient camp counselors or staff members who have a supervisory role with children at the camp to meet the staff ratio as indicated in Section 7.711.23. CHILDREN UNDER THE AGE OF SIX (6) YEARS WHO LIVE AT CAMP OR ARE VISITING WITH THEIR PARENT MUST BE DIRECTLY SUPERVISED BY THEIR PARENT AT ALL TIMES WHEN THE CHILDREN ARE INVOLVED IN CAMP ACTIVITIES. STAFF MEMBERS WHOSE CHILDREN ARE UNDER SIX (6) YEARS OF AGE CANNOT BE SUPERVISING CAMPERS OR LEADING SPECIAL ACTIVITIES WHEN THEY ARE SUPERVISING THEIR OWN CHILDREN.
- G. If the camp has counselors-in-training, they must be directly accountable to a qualified counselor or specialized staff member and must be directly supervised by those individuals in their role when caring for children. The counselors-in -training who are less than eighteen years old shall not be counted as staff members in the maintenance of the staff ratio for supervision of children as found at Section 7.711.23.
- H. There shall be specialized staff members who are responsible for specific portions of the camp program. Requirements for those specialized staff members are found among the requirements for the specialized activity areas at Section 7.711.3.

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COLORADO DEPARTMENT OF HUMAN SERVICES
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SOCIAL SERVICES

7.711.23 Necessary Staff Supervision

Rev. eff. 11/1/98 A. The camp shall have an accurate system whereby staff members who are responsible for the supervision of children shall know where each child is at all times.

Rev. eff. 7/1/00 B. At no time shall a camper be left without qualified supervision. Sleeping quarters of the counselors shall be in close proximity to sleeping quarters of the children whom they supervise SO THAT COUNSELORS ARE WITHIN SIGHT OR HEARING OF THE CHILDREN THEY SUPERVISE. Children may sleep alone for specific program functions such as solos or survival experiences and then only when regularly monitored pursuant to the camp's written program.

C. Each special activity shall be supervised by a staff member currently qualified in first aid and C.P.R. training, and by the experience and training in that special activity as specified in Section 7.711.3.

Rev. eff. 11/1/98 D. In a residential camp, ratio of one staff member having a supervisory role with children per number of campers or fraction thereof shall be maintained at all times as follows:

<u>Age of Children</u>	<u>Number of Children</u>	<u>Number of Staff Members</u>
6 and 7 yrs. old	6	1
8 through 10 yrs. old	8	1
11 through 13 yrs. old	10	1
14 through 15 yrs. old and over	12	1

Rev. eff. 7/1/00 E. In a trip away from the residential camp premises or at the primitive camp, the staff ratio given at Section 7.711.23, D, shall be maintained, but there shall be at least two staff members accompanying each trip, and one staff member shall hold at least a current Red Cross STANDARD ~~community~~ first aid and safety certificate or equivalent. If the trip exceeds two nights, there shall be with the group a staff member who has maturity of judgment and has been trained in trip leading procedures.

F. In a travel-trip camp, the staff ratio given at Section 7.711.23, D, shall be maintained, but there shall be at least two staff members at all times with the campers. One of those staff members must be at least twenty-one (21) years old and one staff member shall meet qualifications of the health care provider (see Section 7.711.22, B).

G. In the case of trips away from the permanent residential camp, including overnights, there shall be a day-to-day itinerary prepared prior to departure. The resident camp headquarters shall keep a copy of the itinerary. The itinerary shall be followed as closely as possible. Resident camp headquarters shall be notified of an itinerary change as soon as possible.

H. A travel-trip camp shall establish a day-to-day itinerary. A copy shall be on file at the camp headquarters. The itinerary shall be followed as closely as possible. In case of emergency, if a change in the itinerary is necessary, the camp headquarters shall be notified as soon as possible.

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7.711.51 Health Care (continued)

- L. The camp health care provider shall be responsible for administering medication to campers. IF THE HEALTH CARE PROVIDER IS NOT A CURRENTLY COLORADO LICENSED RN OR PHYSICIAN, THE HEALTH CARE PROVIDER MAY ONLY ADMINISTER MEDICATION DELEGATED AND SUPERVISED BY A RN OR PHYSICIAN. RESPIRATORY THERAPISTS MAY ADMINISTER MEDICATION WITHIN THEIR SCOPE OF PRACTICE. The health care provider shall administer only medicines prescribed for an individual camper or medicines listed in written standing treatment procedures from a licensed physician who has agreed to furnish medical services for the camp, pursuant to Section 7.711.61, A. Such medicines shall only be administered by authority of written authorization given to the camp or to the health care provider by the child's physician or camp physician.
 - 1. Medication prescribed for campers shall be from a licensed pharmacy; labeled with the name, address, and phone number of the pharmacy; name of the camper; name and strength of the medicine; directions for use; date filled; prescription number; and, the name of practitioner prescribing the medicine. When no longer needed, the medication shall be returned to the parent or destroyed.
 - 2. A record of any medications administered shall be maintained in a medication administration record pursuant to Section 7.711.15, D.
 - 3. All medication at the permanent camp site shall be kept in a clean, locked container, EXCEPT EMERGENCY MEDICATION SUCH AS EPI-PENS OR ASTHMA INHALERS. On excursions away from the camp, medication shall be under the control of an adult and shall be stored inaccessible to children.
 - 4. THE CAMP MAY, WITH WRITTEN PARENTAL CONSENT AND AUTHORIZATION OF THE PRESCRIBING PRACTITIONER, PERMIT CHILDREN WHO HAVE ASTHMA TO CARRY THEIR OWN INHALERS AND USE THEM AS DIRECTED. ALL STAFF MUST BE AWARE OF WHICH CHILDREN HAVE ASTHMA AND WHICH ONES MAY USE THEIR OWN INHALERS AS NEEDED.
- M. First aid supplies shall be located near food service operations, program areas, maintenance areas, the headquarters of the medical supervisor, and in motor vehicles which are used to transport campers.
- N. There shall be an identified headquarters of the health care provider at the campsite.
- O. There shall be a location at the campsite furnished with necessary equipment to care for an individual who needs to be separated from other campers due to a communicable disease or illness. The isolation quarter shall be located within close proximity of rest room facilities.

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7.711.51 Health Care (continued)

- P. A responsible adult shall be present or within hearing distance of any ill child.
- Q. Transportation shall be available at all times in cases of medical emergency according to the written emergency medical evacuation plan of the camp.

7.711.52 Discipline

Rev. eff.
11/1/98

- A. The camp shall have a written policy regarding the discipline of children, which shall be explained to staff members before the camp session begins.
- B. Discipline shall be constructive or educational in nature and may include such measures as diversion, separation from problem situations, talking with the child about the situation, or praise for appropriate behavior.
 - 1. Children shall not be subjected to physical harm, fear, or humiliation.
 - 2. Children shall not be punched, shaken, bitten, roughly handled, pinched, or subjected to any physical punishment.
 - 3. Separation, when used as discipline, shall be brief and appropriate to the child's age and circumstances, and the child shall be within hearing of an adult in a safe, lighted, well-ventilated place. No child shall be isolated in a locked room or closet.
 - 4. No child shall be punished for toileting accidents.
 - 5. Verbal abuse or derogatory remarks about the child, his family, his race, religion, or cultural background shall not be used or permitted.
 - 6. Meals may not be denied the camper as a disciplinary measure.
 - 7. Authority to punish shall not be delegated to other children nor shall the camp sanction one camper punishing another camper.

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7.711.53 Security Practices

Rev. eff.
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- A. The camp shall establish a written security procedure and shall train staff members and campers regarding this procedure. Such procedures may include, but are not limited to, the following:
 - 1. The campers and staff organized into a buddy system and trained to report immediately to camp authorities when they believe their buddy is missing.
 - 2. Whistles issued to campers and/or staff who are instructed as to their usage if a camper or staff member is attacked.
 - 3. Campers and staff trained to report to the camp administration any strangers or unidentified person who may be at the campsite.
 - 4. Bumper stickers for each authorized car at camp.
 - 5. Limited advertisement of camp location.
 - 6. Use of intra-camp emergency communication.
- B. The camp shall report to the local law enforcement office or department the dates of the camp sessions and the location of the camp.
- C. When a camper is discharged from camp or when the camp session is over, the child shall be returned to the parent or guardian or to a properly identified adult approved by the child's parent or guardian.

7.711.54 Food and Nutrition

Rev. eff.
10/1/03

- A. Each camp shall establish a written policy for its nutrition and food service program. This policy shall include meal hours, type of food service, staff responsibilities during the time food is served, authorization of special diets, and the administration of the food service program. This policy shall be available to all staff members.
- B. All foods shall be stored and prepared in accordance with the rules and regulations governing the sanitation of food service establishments in the State of Colorado.
- C. Foods provided by the camp shall be of sufficient quantity and nutritional quality to provide for the dietary needs of each child. Menus shall meet the most recently revised recommended daily allowances of the Food and Nutrition Board, National Academy of Sciences, National Research Council, adjusted for age, sex, religion, and activity. The only exception shall be by written parental or medical direction.
- D. Menus shall be planned at least a week in advance and shall be dated as to the week in use. The current week's menu shall be posted in the food preparation area. Food substitutions shall be noted on the menus in writing. After use, the menus shall be kept on file for the period of the camping season.

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7.711.54 Food and Nutrition (continued)

- E. In travel-trip camps, all menus shall be planned prior to leaving and changes noted in writing. Menus shall be maintained in file of camp.
- F. Drinking water shall be readily accessible to campers at all times.

7.711.55 Transportation

Rev. eff.
7/1/00

- A. If the camp transports children from their home to camp, the camp shall assume responsibility for the child between the place where he/she is called for and the camp, and from the time he/she leaves the camp until delivered to his/her parents or to a responsible person designated by the parents or guardians.
- B. Any transportation of the camper during the camp session is the responsibility of the camp.
- C. There shall be at least one adult supervisor in addition to the driver when nine or more children are being transported at any one time. No child shall be permitted to remain unattended in any vehicle.
- D. Only that number of children and adults for whom there is comfortable seating space shall be transported. Standing in the vehicle while it is moving shall be prohibited. No person shall sit on the floor or in aisles, or project head or limbs out of the vehicle.
- E. No more than three persons, including the driver, shall be permitted to occupy the front seat of the vehicle. Each camper permitted to ride in the front seat of the vehicle shall be secured by a seat belt.
- F. If trucks are used by the camp as a means of transportation, the use shall be limited to short periods of time such as no more than thirty minutes. Safe seating arrangements shall be provided. Only trucks with sides may be used. When such trucks are in use, the tailgate shall be closed at all times when the vehicle is in motion. There shall be an adult riding with the campers in the back of the truck. Campers shall be seated whenever the vehicle is in motion.
- G. The camp which provides any transportation shall have a written policy including, but not limited to, the following topics: safety education while riding in the vehicles, seating, highway stops, relief drivers, when necessary, supervision, and emergency procedures on the road.
- H. All vehicles transporting children shall comply with the applicable regulations of the Colorado ~~State~~ Department of Revenue, Motor Vehicle Division, and the ordinances of the municipality in which the vehicle is operated.
- I. All persons who transport campers shall be properly licensed to operate the vehicle being driven.

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7.711.55 Transportation (continued)

- J. At least one adult in each vehicle shall hold a current Red Cross STANDARD ~~Community~~ First Aid and safety certificate or equivalent. The vehicle shall be equipped with a first aid kit.
- K. Any vehicle which transports nine or more passengers shall carry a fire extinguisher, reflective equipment, and road side markers.

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7.711.6 RECORDS FOR CHILDREN AND PERSONNEL

7.711.61 Children's Records

Rev. eff.
7/1/00

- A. At the time the child is admitted to the camp, the following information shall be obtained and maintained at the campsite for each camper:
1. Child's name, birth date, and address.
 2. Parents or guardian's names, addresses and telephone numbers.
 3. Parents or guardian's place of employment AND telephone numbers, WHICH MAY INCLUDE WORK PHONE, CELL PHONE AND FAX NUMBERS, EMAIL ADDRESS and EMPLOYMENT addresses.
 4. Name, address and telephone number of an adult designated to contact in case of emergency if the camp is unable to contact the parent or guardian.
 5. Name, address and telephone number of individuals authorized to take the child from camp if different from the parent or guardian.
 6. Names of individuals that are not authorized to take the child from camp.
 7. Dates of the camp session which the child will attend.
 8. Name, address and telephone number of the child's doctor. This information need not be obtained in a non-medical religious camp or if the child is exempt for the need for a statement confirming a physical examination pursuant to Section 7.711.51, D.
 9. Authorization signed by the person or agency having custody, giving authority for the camp to obtain emergency medical care. A non-medical religious camp is exempt from this regulation.
 10. Authorization signed by the parent, person or agency having custody of the child to participate in all special trips or excursions in which the child may be walking or riding away from the campsite.
 11. Indication of any camp activity in which the parent, person or agency having custody of the child does not wish the child to participate (see Section 7.711.31, B).
- B. The child's records shall also include:
1. A statement confirming a physical examination signed by the physician or nurse practitioner or a written statement signed by camper's parent or guardian pursuant to Section 7.711.51, D, and a current health history from the parent regarding the child's current physical condition (see Section 7.711.51, B).

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7.711.61 Children's Records (continued)

2. Copies of reports submitted to the department regarding injury or illnesses suffered by the camper, the fatality of a camper, or a report of a camper being lost (see Section 7.711.15).

7.711.62 Staff Records

Rev. eff. 11/1/98 There shall be maintained at the campsite a record for each staff member, paid or volunteer, which shall include the following:

- A. Name, address, and birth date of the individual.
- B. Training, education, experience of the staff member.
- C. Copies of any first aid certification or other certification confirming qualifications for the responsibilities assumed at the camp.
- D. Copy of a statement signed by the physician or the nurse practitioner regarding the physical examination of the staff member or a statement from the staff member pursuant to Section 7.711.21, **GE**.
- E. Name, address, and telephone number of any person(s) to be notified in the event of an emergency, WHICH MAY INCLUDE HOME PHONE NUMBER, WORK PHONE, CELL PHONE, PAGER, FAX NUMBER, AND EMAIL ADDRESS IF AVAILABLE.
- F. Copy of the written references or note of phone references pursuant to Section 7.711.21, D.
- G. Copy of the signed letter of agreement pursuant to Section 7.711.21, C.
- H. The dates that the staff member was on the staff of the camp.

7.711.63 General Information

- Rev. eff. 7/1/00
- A. The camper's file shall be retained by the camp for at least three years after the child leaves the camp, and shall be available without restriction to the licensing agency, but otherwise shall be treated as confidential. Retention of records for a longer period may be desirable where they reflect an accident, injury, or other unusual circumstances.
 - B. Personnel records shall be maintained by the camp for at least three years. If the record reflects an accident, injury, or other unusual circumstance, it is suggested that the record be maintained for a longer period of time.
 - C. Children's records shall be confidential, and facts learned about children and their families shall be kept confidential. The license may be denied, revoked, or made probationary if confidentiality of records or information is not maintained.

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7.711.7 CAMPSITE, PHYSICAL FACILITY, FIRE SAFETY AND SANITATION

7.711.71 Campsites

- Rev. eff. 10/1/03
- A. All new and remodeled camp buildings, facilities, and equipment must meet the requirements of applicable codes and regulations, such as those governing health, safety, sanitation, building and fire; specifically, the codes of the local fire departments and the Colorado Department of Public Health and Environment.
 - B. Prior to issuance of an original ~~or renewal~~ license, AND AT LEAST EVERY TWO YEARS, the camp shall be inspected and approved by the state health department or its local unit as conforming to sanitary standards. In the case of a travel-trip camp, the plans that the camp has made to meet the requirements shall be inspected and approved prior to the date the trip camp begins.
 - C. The camp must conform to fire prevention and protection requirements of local fire departments in the locality of the camp. An inspection and approval of the local fire department must be obtained prior to original ~~or renewal~~ licensing AND AT LEAST EVERY TWO YEARS. If the camp is not located within the jurisdiction of a local fire department, such fire department approval is not required. In the case of a travel-trip camp, the fire department approval is not required since the camp has no permanent campsite.
 - D. Existing facilities can be required to correct deficiencies, caused by non-compliance with regulations of the health or fire departments, which may be hazardous in nature.
 - E. The camp shall identify hazardous, high-risk areas such as cliffs, cellars, mineshafts, etc. These areas shall be guarded or posted to reduce the possibility of accidents.
 - F. Each residential camp shall have a telephone or comparable means of communication. If either of these is impossible, individual arrangements shall be made by the camp and approved by the **State Department**.
 - G. Emergency telephone numbers shall be posted for at least, but no limited to, the camp doctor, nearest clinic or hospital, ambulance service, local sheriff's office and rescue unit, national or state forest service office (as appropriate), fire department or lookout station, and poison control center (if available).
 - H. In the case of a primitive camp or travel-trip camp, sources of emergency care and methods of communication with such facilities as hospitals, police, forest service shall be identified for each campsite on the itinerary.

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7.711.71 Campsites (continued)

- I. When playground equipment is provided at a residential camp, the equipment and playground area shall be free of obstruction and man-made or natural hazards and shall be away from natural pathways of traffic. Playground equipment such as, but not limited to, climbing apparatus, slides, swings, and swing sets shall:
 - 1. Be in good repair, of solid and safe construction, free of rough edges, protruding bolts and the possibility of entrapment of extremities.
 - 2. Be securely anchored to concrete or other suitable footing.
 - 3. SWINGS MUST HAVE SEATS MADE OF A FLEXIBLE MATERIAL.
 - 4. MOVING EQUIPMENT MUST BE LOCATED TOWARD THE EDGE OR CORNER OF A PLAY AREA OR BE DESIGNED IN SUCH A WAY AS TO DISCOURAGE CHILDREN FROM RUNNING INTO THE PATH OF THE MOVING EQUIPMENT.
 - 5. METAL EQUIPMENT SHALL BE PLACED IN THE SHADE WHEN POSSIBLE AND MUST BE ARRANGED SO THAT CHILDREN PLAYING ON ONE PIECE OF EQUIPMENT WILL NOT INTERFERE WITH CHILDREN PLAYING ON OR RUNNING TO ANOTHER PIECE OF EQUIPMENT.
 - 6. THE MAXIMUM HEIGHT OF ANY PIECE OF PLAYGROUND EQUIPMENT IS SIX (6) FEET.
 - 7. ALL PIECES OF PLAYGROUND EQUIPMENT MUST BE DESIGNED TO GUARD AGAINST ENTRAPMENT AND STRANGULATION.
 - 8. ALL PIECES OF PERMANENTLY INSTALLED PLAYGROUND EQUIPMENT MUST BE SURROUNDED BY A RESILIENT SURFACE OF A DEPTH OF AT LEAST SIX (6) INCHES. RUBBER MATS MANUFACTURED FOR SUCH USE CONSISTENT WITH THE GUIDELINES OF THE CONSUMER PRODUCT SAFETY COMMISSION MAY BE USED IN PLACE OF RESILIENT MATERIAL.
 - 9. THE USE OF ANY MATERIALS UNDER PERMANENTLY INSTALLED PLAYGROUND EQUIPMENT OTHER THAN WOOD CHIPS, WOOD MULCH, ENGINEERED WOOD FIBER, PEA GRAVEL, SYNTHETIC PEA GRAVEL, AND SHREDDED RUBBER TIRES MUST BE APPROVED BY THE STATE DEPARTMENT.
- J. If the residential camp is located on or uses national or state lands, the director shall familiarize the staff and campers with rules and ethics governing the use of such property and shall be responsible for compliance.
- K. An itinerary shall be filed or an arrangement shall be made with national or state forest service office if such land is to be used by the travel-trip camp. The director shall familiarize the staff and campers with rules governing the use of such property. Should the travel-trip camp pass onto private land, an agreement shall be made with the individual responsible for that land prior to access.

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