

Youth Camp License Frequently Asked Questions

1. What is a Youth Camp License?

A Youth Camp License is a document from the CT Department of Public Health that is needed for all programs that have 5 or more students under 16 years old, who are participating in a program lasting 3 days or more.

2. How much does the license cost?

The cost for *for-profit organizations* is \$815; cost for *non-profit organizations* is \$315.

3. For how long is the license valid?

The license is valid for 1 (one) year from issuance, and needs to be renewed on a yearly basis.

4. How do I apply for the license?

Visit the CT Department of Public Health website to access the application for a Youth Camp License: <https://www.ctoec.org/licensing/youth-camps>.

5. When does the application need to be completed?

The application must be submitted to the CT Department of Public Health at least 30 days prior to your program start date.

6. What should I do once I receive my Youth Camp License?

Your license must be displayed in a conspicuous location at program HQ on campus. YC&E will also need a copy of the license for record keeping purposes.

7. Will Yale Conferences & Events fill out the application for me?

No, it is the responsibility of the program to complete and submit the application. YC&E staff is available to answer related questions.

Application Form Frequently Asked Questions

8. What is the primary camp location address?

The CT Department of Public Health considers the Yale campus as a single location, so you can list the address as 55 Whitney Avenue, New Haven, CT 06510 with your relevant Camp Director info.

9. Do I need to include directions?

Directions to your campus location are required, but YC&E will provide those to you for your convenience.

10. How do I obtain a current Fire Marshal certificate?

The Fire Marshal certificates will be provided by YC&E through the Yale Fire Marshal's office.

11. How do I ensure that food service locations conform to state regulations?

Food service licenses and state inspection reports will be provided by YC&E through Yale Dining.

12. Who should be listed as Camp Director?

There is an application that must be filled out in order to become Camp Director. The link is below. Once someone is approved by the CT Department of Public Health, that approval will never expire due to time. Alternate Directors can also be approved, using the same application.

http://www.ct.gov/dph/lib/dph/youth_camps/pdf/yc_staffcerts_director_of_camp_or_alter_nate_director%28s%29.pdf

13. What is the inspection mentioned on the cover page of the application?

With new programs, the CT Department of Public Health will need to come to Yale to inspect the facilities being used by the program along with ensuring that you have the necessary certifications and medical records.

14. What certifications are needed at the time of inspection?

The certifications needed include the Fire Marshal's certificates for the buildings being used, Food Service Licenses for dining facilities being used and the First Aid and CPR certifications needed for the Director of First Aid.

15. When does this inspection take place?

After you submit your application, an inspector from the Department of Public Health will reach out to you to set up a time for an on-campus inspection.

16. On campus? What if I live across the country and cannot be there?

If you are unable to personally attend the inspection, your Program Director can act as guide for inspector. The inspector will then contact you with the results of the inspection and anything else you will need in order to receive your Youth Camp License.

17. What is the Director of First Aid?

Every program must have a Director of First Aid. This person must be at least 21 years old and cannot also be the Camp Director. Follow the link below to see the rest of the requirements and who can serve as Director of First Aid:

http://www.ct.gov/dph/lib/dph/youth_camps/pdf/yc_staffcerts_director_of_first_aid_or_nurse.pdf

18. Once I have filled out the application and scheduled the inspection, is there anything else that I need to have for the day of inspection?

Refer to the "Youth Camp Licensing Day of Inspection Checklist":

http://www.ct.gov/dph/lib/dph/youth_camps/pdf/yc_inspcklist.pdf

You will need to keep a record of all medical issues that come up during your program, called the Bound Volume. This will need to be reviewed by the camp physician weekly.

Yale *Conferences & Events*

You will need a copy of the Standing Orders or First Aid Instructions signed by the camp physician.

The tests for pools and well water will not be applicable for you as those will be done, and records of those tests will be available.

19. Who should I contact if I have additional questions?

You can choose to contact either your Program Director or the CT Department of Public Health. If you wish to contact the Department of Public Health, the number for Youth Camp Licensing is (860) 509-8045.