

Required By Law (as of 2/13/21)

Corporation

- CCA is incorporated and our [Certificate of Incorporation](#) is currently framed and mounted at →camp.
- It is **NOT** required to file a copy of our By-Laws with the New York Secretary of State but it is [required](#) to keep a copy of our By-Laws at our principal place of business (camp).
- 501(c)(3) Organization
 - A prerequisite is to be a New York Nonprofit Corporation in compliance with [NPCL](#).
 - If our 501c3 status is no longer valid, apply to the IRS with [IRS Form 1023](#). **Note** that those whose income is less than \$50,000 or has less than \$250,000 worth of total assets—may be eligible to file Form 1023-EZ, which is a far more simpler form that you can file online. Upon approval, register with NYS.
 - Once you have 501c3 status as recognized by the IRS, you do not need to renew it BUT you do however need to [file annual reports with the IRS](#) each year to maintain your 501c3 status.
 - A 501c3 status corporation gets Tax breaks and Postal discounts

Sales Tax Exempt Organization

- For a corporation to be exempt from paying State and Local sales tax, it must have an approved ST-119.1 Exempt Purchase Certificate. Exempt Organization Exempt Purchase Certificate is available by calling (518) 485-2889.
- Our last [NYS Tax Exempt Organization Certification \(ST-119.1\)](#)
- To ensure CCA remains exempt from State and Local taxes, CCA shall annually fill and submit **BEFORE March 12** [Form 990: Return of Organization Exempt From Income Tax](#)

Property Tax Exempt Organization

- Every year CCA must renew our Real Property Tax Exemption with the Town of Lexington (the camp is physically in Lexington, NY although our mailing address is Prattsville, NY). This renewal is done in December after all camp events for the year are complete.
- Real Property Tax Exemption renewal requires filling the forms and sending to the town of Lexington, NY with this [envelope/address](#) :
 - RP-420-a/bRnw-I (9/08) Renewal Application for Property Tax Exemption For Nonprofit Organizations I-Organization Purpose
 - RP-420-a/bRnw-II (9/08) Renewal Application for Property Tax Exemption For Nonprofit Organizations I-Property Use
 - Mailing Address : Office of the Assessor---Town of Lexington---PO BOX 28---Lexington, NY 12452
- See [filled CCA Example for 2019](#)

SP 7-2 Children's Camp OVERVIEW

This section provides an OVERVIEW of NYS Children's Camp requirements

The link provides a full list of NYS Codes, Rules and Regulations : [SubPart 7-2 - Children's Camps](#)

Subsequent sections after this OVERVIEW section provides key details of SubPart 7-2 content.

- Permit To Operate Children's. Camp

To operate a children's camp in New York State a valid permit is needed each year. Application for this permit each year should start as early as possible such as February or March.

To start, review the brochure : [How To Obtain a Permit to Operate a Children's Camp in New York State](#)

The list of needed forms below was taken from the above brochure. Some are detailed in other "Required By Law" Sections :

- [Application for a Permit to Operate Form \(DOH-3915\)](#)
- Corporation Officers and Partners Form (DOH-2135)
- Children's Camp Fee Determination Schedule Form
- Plan Review Fee Determination Schedule Form (DOH-2249)
- Children's Camp Facility and Staff Description Form (DOH-367)
- Written Safety Plan
- Written Plan Checklist Form (DOH-2040)
- State Central Register Database Check Form (LDSS-3370)
- Prospective Children's Camp Director Certified Statement Form (DOH-2271)

Here is our [CCA 2016 PERMIT to Operate a Children's Camp](#)

The permit to operate must be displayed in a conspicuous place on the premises. [Reference](#)

Children's Camp Safety Plan

The Children's Camp Safety Plan is usually a large, required document on the order 50 or more pages.

Here is the [New York State SUMMER CAMP SAFETY PLAN template](#).

Sex Offender Background Check

Each Year, all adults working at the camp during Children's Camp (whether volunteer or compensated) must have a background check done on them by the State.

The form : [Instructions for Completing the Statewide Central Register Database Check Form LDSS-3370](#) needs to be fill and submitted to the state.

Bunk Bed Guardrail Requirements

All upper bunk beds at Children's Camp must have railings that meet or exceed [NYS requirements](#) to prevent falls.

First Aid and CPR Certifications

Children's Camps – CPR certification is required for the health director and other staff specified in [Subpart 7-2.8](#) and 7-2.11(a)(5), aquatics director, lifeguards and certain trip and activity leaders¹.

Children's Camps – First Aid certification : Subpart 7-2 of the State Sanitary Code requires the health director, other staff specified in Section 7-2.8, and certain camp trip and activity leaders¹ to possess valid certification in first aid.

CPR Footnote 1

A trip leader of a camp trip that includes an activity where emergency medical care is not readily available or an activity such as wilderness hiking, rock climbing, camping, horseback riding, bicycling, swimming and/or boating shall possess or be accompanied by staff who possess certification in a course listed on this Fact Sheet. An activity leader of an activity on the camp property where other CPR certified staff is not readily available shall possess or be accompanied by staff who possess certification in a course listed on this Fact Sheet.

First Aid Footnote 1

A trip leader of a camp trip that includes an activity where emergency medical care is not readily available or an activity such as wilderness hiking, rock climbing, camping, horseback riding, bicycling, swimming and/or boating shall possess or be accompanied by staff who possess certifications in one of the above acceptable courses; for camp trip swimming activities where emergency medical care is readily available, the certifications listed below may be substituted. An activity leader of an activity on the camp property where other staff certified in first aid in accordance with Section 7-2.8 of Subpart 7-2 is not readily available, shall possess or be accompanied by staff who possess certifications in one of the above acceptable courses.

Trip Leader or designee must possess CPR and First Aid when a trip activity is higher risk, such as hiking, camping, rock climbing, horseback riding, bicycling, swimming or boating and/or when emergency medical response is not readily available. Two staff must possess CPR when swimming at wilderness sites. [Reference](#)

Food Service Certifications

There are [numerous requirements](#) for the camp kitchen regarding storage, handling cooking and serving of food, staff as well as the proper cleaning of item ware.

Lead staff may need to have a [ServeSafe Certification](#)

[Part 14-1 Detailed Requirements for NYS Food Service Establishments](#)

Fire Safety Requirements

It is required that the camp fire suppression system be inspected and tagged each year : Kitchen Retardant Spray Á the various Fire Extinguishers. This inspection has been performed over the years by Sausbier's Awning Shop Inc. 43 8th St Hudson, NY 12534-2901 Phone : 518-828-3748 or 800-924-6351. They inspect and maintain the Camp Fire Supression Systems and Fire Estinguishers. Inspection should be done and their report received at least a month before children's camp season starts to allow for addressing any deficiencies.

It is required to replace the 9V batteries in all wireless(as backup when power is lossed) and wired smoke alarms throughout the CCA campus. TBD:Detail

It is required to replace the 6V battery for the Lodge smoke/fire alarm system. TBD:Detail

[NYS Fire Safety: Includes but not limited to Fire Drills, Sleeping Quarters, EXIT Lights and Building Codes](#)

Updated Safety Data Sheets (SDS)

All chemicals used by workers as part of Children's Camp shall have a printed copy of each chemicals Safety Data Sheets in case of exposure. This includes but not limited to cleaning, sanitization, extermination products, lubricants, toner and fuel products.

These up to date Safety Data Sheets are to be placed in the 3 ring binder entitled, "MATERIAL SAFETY DATA SHEETS" which is conspicuosly located on the left side of the kitchen walk-in refrigerator entrance in the red and yellow bin labelled "RIGHT TO KNOW COMPLIANCE CENTER".



NYSDOH Camp Inspections (2)

The camp must be inspected twice yearly by a health department representative. At least one inspection must be made during the time the camp is in operation. Each camp is checked to make sure that the physical facilities are safe and that supervision is adequate. [Reference](#)

Officers of Children's Camp

The NYS DOH Form-2135 : **Corporation Officers and Partners** must be completed for all Children's Camp, Temporary Residences, Swimming Pools, Bathing Beaches and Mobile Home Parks operated and/or owned by private corporations or partnerships. One form must be completed for each corporation or partnership involved in the operation or ownership of the facility. This form must be completed and submitted every five years or each time there is a change in officers or partners.

[Corporation Officers and Partners - NYS DOH Form-2135](#)

Operate a Temporary Residence

The camp requires a NYS Temporary Residency Permit which may need to be renewed around every 3 years. It must be posted in a conspicuous place at Camp. [Reference](#)

Here is our [CCA 2016 PERMIT To Operate a Temporary Residence](#)

Water Supplier

The CCA camp gets its supply of water from our well pump. Being a Temporary Residence and Children's Camp, NYSDOH regulates our Water Startup Procedure. CCA usually turns our water in early Spring. We are required to include a [set of steps](#) during our Water Startup Procedure. The Startup procedure completes with a Total Coliform test of the water that has been turned on. A filled and signed Water Startup Procedure form is then submitted to NYSDOH.

We are required by NYSDOH to test our water each yearly quarter the water is on and it is specifically required to be tested during the month(s) we have Children's Camp. Test results must be submitted to NYSDOH no later than 10 days after the end of the month it is taken.

We are required by NYSDOH to test our water once a yearly for Nitrate levels

Each day there are camper and/or residents staying at camp, a Free Chlorine level of the water must be taken, recorded and confirmed that a free chlorine residual of at least 0.2 ppm but less than 4.0 ppm is present. A monthly [Water Operation Report](#) including these residuals must be sent to NYSDOH no more than 10 days after the end of the month tests are taken.

Burn Permit

Each year, it is required to obtain a burn permit from the Town of Lexington, N.Y. (where the camp is physically located). Example : [CCA 2019 Burn Permit](#)

Septic System(SPDES)

The CCA facility is [required](#) to have a State Pollutant Elimination System (SPDES) Permit. This permit for waste discharges ground waters needs to be renewed every 10 years ..or... any time there are changes to buildings, septic systems, increases of waste water, or changes to water treatments.

- Medical/Immunization Requirements

Beyond medical the certification of staff, there are other [NYSDOH Medical Requirements](#).

There are other immunization and medical condition requirements for campers, staff and temporary residents such as Measles and possibly COVID-19.

Each camper medical record must include the children's immunization record which must include proof of immunization against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, varicella, hepatitis B, pneumococcal disease and Hemophilus Influenzae Type b (Hib).

All staff, including volunteers and kitchen and maintenance staff, must have had a medical examination dated within 2 years of working with the camp, indicating that they are physically able to perform their camp duties.

CCA must maintain a Medical Log.

Please see [NYSDOH Children's Camp](#) for the full and up to date set of Medical and related Requirements.

Injury and Illness Reporting

Children's camp operators must notify the local health department within 24 hours of the [following occurrences](#).