

October 2012

**LIST OF CHANGES TO THE
ACA ACCREDITATION PROCESS GUIDE (2012)**

The following list indicates standards to which revisions/corrections were published on ACA's Web site in October 2012. On the page where the change has been made, there is a dagger symbol (†) by the line that includes the revision as well as the date "October 2012" at the bottom of the revised page.

This packet includes all pages to which revisions were made as well as the "other side of the page" (e.g., changes were made to Standard SF.1 on page 28, and we have included page 27 as well). This will allow you to simply pull out the old page and insert the new/revised page. (Note: If you have the PDF version of this packet, the entire document can be printed front to back (two-sided).)

Some changes are minor word changes (which could still significantly impact the standard) and are included in the list below (there is a note beside these changes) but are not included in the packet of revised pages. You are encouraged to write the changes directly into your APG.

We encourage you to include these changes in your APG. The format of these changed pages LOOKS like your original APG and the revision dates appear at the bottom of each page.

SF.1	Page 21	Figure 2 updated due to changes indicated below for SF.1.
SF.1	Page 28	Clarification language to SF.1.1 added as well as an additional statement explaining how this standard might be met.
HW.14	Page 86	The entire standard has been reworded. All parts are now scored as one. The DNA statement has been revised and the "HW.14.3 applies" note has been deleted.
HW.23	Page 95	DELETE the line "Randomly selected staff health history forms" from the Compliance Demonstration, Written Documentation section. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
PD.8	Page 154	The entire standard has been reorganized and slightly reworded for clarification.
PA.11	Page 202	The entire standard has been reworded. A DNA statement has been added.
SF.1	Page 249	Same changes indicated above for SF.1. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
HW.14	Page 270	Delete "Sufficient Staff" in HW.14.1 title. Delete HW.14.2 and HW.14.3. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
PD.8	Page 272	Renumber PD.8.2, PD.8.3, and PD.8.4 as follows: change PD.8.2 to PD.8.3; PD.8.3 to PD.8.4; and PD.8.4 to PD.8.2. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
PA.11	Page 274	Delete "For Persons Using a Wheelchair" in PA.11.1 title. Delete PA.11.2. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
Glossary	Page 287	In the definition for "high ropes," replace the first sentence of the definition with: "An element installed at a height that requires a participant to be connected to a life safety system." (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)

Glossary	page 289	In the definition for "seasonal staff," delete the definition. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
Glossary	Page 289	In the definition for "special medical needs," add to second sentence with examples: "behavior issues that require medication, individuals with severe allergies, and individuals requiring special diets." (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
Glossary	Page 290	Add a new definition: "staff: May be paid employees and/or volunteers." Staff also includes contracted staff in HR.4, as noted in the standard itself. (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)
Index	Page 300	Delete "seasonal staff (definition), 289." (PLEASE MAKE THIS CORRECTION IN YOUR BOOK.)

SF.1 EMERGENCY EXITS

Are all buildings used for sleeping constructed or equipped with the following safety features:

SF.1.1 At least one easily accessible emergency exit in addition to and not immediately adjacent/next to the main door or entrance?[†] YES NO

SF.1.2 A direct means of emergency exit to the outside from each sleeping floor not at ground level? YES NO

This standard may be met by providing a written statement from the local fire inspection authority stating the building is in full compliance with all local fire codes. If the area in which the camp is located has no fire code, the standard as stated must be met.[†]

MANDATORY (All)

DNA: SF.1.1 and SF.1.2 do not apply if campers, staff, or rental groups never stay overnight in buildings.

DNA: SF.1.2 does not apply if all sleeping quarters are at ground level.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

Contextual Education

“Buildings” for the purposes of this standard are permanent, enclosed structures that remain intact regardless of season. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or rental groups. Day camps with overnights in buildings will also score this standard.

In SF.1.1, emergency exits should be located opposite the main entrances so they could be used if the main entrance is blocked. State or local fire officials or insurance underwriters may provide guidance as to what constitutes an acceptable escape plan.

The emergency-exit needs of persons with disabilities should be considered. Ground-level entrances should be accessible without the use of lifts or elevators to facilitate easy access and quick evacuation of all persons. In split-level buildings that have ground-level access on only one side, emergency exits from upper-level sleeping quarters must facilitate quick, safe evacuation of all persons in case the ground-level exit is blocked.

In SF.1.2, “to the outside” means that either the escape is on the outside of the building or an enclosed stairway exits directly to the outside at ground level.

Compliance Demonstration

Visitor observation:

- Randomly selected sleeping areas, particularly those with sleeping areas not on ground level

Figure 2. Example of a standard with multiple scorable items and example of does not apply

mandatory parts of a standard is required for accreditation to be granted, regardless of scores achieved in other areas of the standard.

A complete list of mandatory standards is included in the resource material following the actual standards.

PA.5 FIRST AID/CPR

Does the camp require, and/or advise rental groups to provide, a staff member to be on duty and accessible at each separate swimming location (e.g., pool, lake, river) who has:

PA.5.1 Current certification from a nationally recognized provider in first aid, including training on bloodborne pathogens? YES NO

PA.5.2 Current certification from a nationally recognized provider in age-appropriate cardiopulmonary resuscitation (CPR) and use of an AED that includes the use of breathing devices (e.g., pocket masks)? YES NO

MANDATORY (PA.5.2)

Written documentation required

DNA: PA.5.1 and PA.5.2 do not apply if camp never provides lifeguards for swimming.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

Contextual Education

The certified staff member may be from the camp or the rental group. Camps must advise rental groups of requirement in contract or other written instruction. Based on the location of the aquatic site in relation to additional medical support, a camp should consider if someone, in addition to the lifeguard, should have current first aid/CPR.

For nonmedical religious camps, a person meeting the qualifications specified in writing by the religious program to meet emergency situations must be on duty and accessible.

Compliance Demonstration

Written documentation:

- Current certification cards
- Instructions shared with rental groups, when applicable

Figure 3. Example of a standard where only certain parts are mandatory

Self-Assessment

“Included in self-assessment” will appear in the margin next to the standard if written documentation for this standard is required to be submitted and viewed PRIOR to the beginning of the camp season and the on-site visit.

A complete list of standards included in the self-assessment is located in the resource material following the actual standards.

The camp's facilities, safety protocols, and food service safety should promote health and safety and minimize risk. The physical setting of the camp operation is an integral part of the total camp experience. While personnel and program are key to meeting objectives for camper development in a healthy atmosphere, the site, its facilities and food service also make an important contribution to the overall experience and significantly affect the safety of participants.

APPLICABILITY

Whether the camp program is held on a site that is owned, rented, or leased, the program operator must be certain that provisions have been made for the items in this section.

The standards in the Site and Food Service section are:

- Scored for camps utilizing a base camp
- Not scored for camps that run only trip and travel programs
- Not scored for day camps with no base camp that are held each day on a different site
- Not scored for programs operating on a site that already has ACA accreditation, although information must be provided on the score form identifying the camp upon whose accreditation is being relied

All other applicable sections of the standards must be scored specifically for the camp program seeking accreditation.

Standards are not intended to be applied to homes or buildings that are on camp property that are used solely as private residences of staff, or to buildings that are not accessible to campers, rental groups, and staff.

GENERAL SITE/FACILITY

SF.1 EMERGENCY EXITS

Are all buildings used for sleeping constructed or equipped with the following safety features:

SF.1.1 At least one easily accessible emergency exit in addition to and not immediately adjacent/next to the main door or entrance?[†] YES NO

SF.1.2 A direct means of emergency exit to the outside from each sleeping floor not at ground level? YES NO

This standard may be met by providing a written statement from the local fire inspection authority stating the building is in full compliance with all local fire codes. If the area in which the camp is located has no fire code, the standard as stated must be met.[†]

MANDATORY (All)

DNA: SF.1.1 and SF.1.2 do not apply if campers, staff, or rental groups never stay overnight in buildings.

DNA: SF.1.2 does not apply if all sleeping quarters are at ground level.

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

Contextual Education

“Buildings” for the purposes of this standard are permanent, enclosed structures that remain intact regardless of season. Tents and Adirondack shelters are not considered buildings for the purposes of this standard. This standard includes buildings used by campers, staff, or rental groups. Day camps with overnights in buildings will also score this standard.

In SF.1.1, emergency exits should be located opposite the main entrances so they could be used if the main entrance is blocked. State or local fire officials or insurance underwriters may provide guidance as to what constitutes an acceptable escape plan.

The emergency-exit needs of persons with disabilities should be considered. Ground-level entrances should be accessible without the use of lifts or elevators to facilitate easy access and quick evacuation of all persons. In split-level buildings that have ground-level access on only one side, emergency exits from upper-level sleeping quarters must facilitate quick, safe evacuation of all persons in case the ground-level exit is blocked.

In SF.1.2, “to the outside” means that either the escape is on the outside of the building or an enclosed stairway exits directly to the outside at ground level.

Compliance Demonstration

Visitor observation:

- Randomly selected sleeping areas, particularly those with sleeping areas not on ground level

HW.13 INFORM STAFF OF SPECIAL NEEDS

HW.13.1 Are staff informed of any specific needs of campers for whom they are responsible?	YES	NO
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Contextual Education

The intent is that all appropriate staff be informed of medical, physical, or other needs or restrictions of campers under their supervision, whether in the cabin or in program activities.

This may include information on diet, allergies, medication, rest requirements, and activity restrictions; recognition and care of potential medical problems such as choking, seizures, and hypoglycemia; care and handling of campers with wheelchairs, prosthetic and orthopedic devices; and care of individual campers with any other specialized needs or limitations.

Compliance Demonstration

Visitor interviews:

- Director/staff explanation of procedures and their implementation

Applies to:

- Day camps
- Resident camps

HW.14 SPECIAL MEDICAL NEEDS†

HW.14.1 To address the special medical needs of participants, does the camp:

- A. Define to the parents, prior to enrollment of a camper, the level of medical care they are able to accommodate related to participants with special medical needs?
- B. Evaluate the camp's ability to meet special medical needs prior to enrollment of participants?
- C. Provide sufficient medical staff to meet the needs of the participants with special medical needs that are enrolled? YES NO

DNA: HW.14.1 does not apply to those that serve only rental groups.†

Applies to:

- Day camps
- Resident camps

Contextual Education

"Special medical needs" include conditions that require special medical or health attention or care while the participant is in camp, including chronic conditions such as epilepsy or insulin-dependent diabetes, illnesses such as cancer, or physically disabling conditions such as spina bifida.

Compliance Demonstration

Visitor interviews:

- Director/staff description of medical staff, systems, and practices in place

† October 2012

PD.6 ACTIVITY INFORMATION AND PERMISSION

PD.6.1 Does the camp inform campers and their parents or guardians, in writing, of the nature of anticipated camp activities and require a signed statement from parents or guardians that indicates permission or denial for minors potentially participating in those activities?

YES NO

Contextual Education

Consent for minors to participate should be based on an informed understanding of the activities in which the camper will be participating. Camps may publish information about typical activities in a brochure or in a precamp packet, or have a list of most commonly offered activities on the statement to be signed. Activities that are not generally familiar to parents, such as rock climbing or rafting, should be noted in written information about the camp before permission to participate is requested. For short-term programs, activities may be listed or described on a flyer or communicated in a meeting with parents prior to the camp trip.

When program activities are away from the camp site, camps may wish to notify parents of such things as the type and frequency of communication with the camp. If activities offered are under the supervision of someone else (such as horseback riding at the town stables where the stable staff are in charge, or use of another camp's ropes course), such a change in supervision should be noted.

Compliance Demonstration

Written documentation:

- Blank copy of statement required to be signed by parents/guardians
- List of anticipated camp activities provided to parents
- Camp's written procedure

Visitor interviews:

- Director description of process

Visitor observation:

- Random selected signed statements

Written documentation required

Included in self-assessment

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**

PD.7 ENVIRONMENTAL ACTIVITIES

PD.7.1 Does the camp include, in each age group served in day and resident camp programs, structured activities that:

- | | |
|--|--------|
| A. Help campers feel comfortable in the natural environment; | |
| B. Build appreciation for and knowledge of ecological principles; and | |
| C. Develop an awareness of and responsibility for practices that have minimal impact on the environment? | YES NO |

Applies to:

- Day camps
- Resident camps

Contextual Education

The staff should be aware of ways to help new and less experienced campers feel comfortable, in control, and secure in their new environment. Each age group should have opportunities to learn about the natural world and practice responsible behavior such as recycling, water conservation, as well as proper trail use (including in urban parks) and environmental education activities.

Compliance Demonstration

Visitor interviews:

- Director/staff explanation of practices and programs

Visitor observation:

- Randomly selected programs

PD.8 PROGRAM EQUIPMENT MAINTENANCE AND SAFETY CHECKS[†]

Does the camp have written procedures for all program equipment that require:

PD.8.1 Equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness? YES NO

PD.8.2 Equipment is removed from service if not in good repair? YES NO

In addition, is equipment that is used for specialized activities:

PD.8.3 Appropriate to the size and ability of the user? YES NO

PD.8.4 Safety checked prior to each use? YES NO

AND, for adventure/challenge course equipment:

PD.8.5 Are written records maintained of regular inspection and maintenance of all equipment and elements used? YES NO

(cont.)

[†] October 2012

PA.10 FIRST-AID KITS

PA.10.1 Is a first-aid kit, stocked with emergency supplies appropriate to the location, including personal protective equipment, readily available? YES NO
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Contextual Education

The extent of first-aid supplies immediately available to first-aiders may depend on the location of additional emergency help and supplies. Camps should also have a biohazard clean-up kit readily accessible for each aquatic area. For example, a first-aid kit at the lake or river may need to be more extensive than one at a pool located next to the camp health center. Staff-supervised groups going off site must be sure to carry appropriate emergency supplies.

"Personal protective equipment" to prevent the spread of bloodborne pathogens should include at least a pocket mask or other breathing barrier and disposable gloves.

Compliance Demonstration

Visitor observation:

- Random first-aid kits at aquatic areas

DNA: PA.10.1 does not apply if camp never provides aquatics personnel.

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **Camps serving rental groups**

PA.11 SAFETY OF PERSONS WITH IMPAIRED MOBILITY†

PA.11.1 To protect campers/staff with mobility impairments (permanent or temporary) around bodies of water, does the camp have, and implement when necessary, safety practices that address how to deal with persons using a wheelchair (or other mobility devices) and a means of preventing accidental access to the water?
YES NO

DNA: PA.11.1 does not apply if no aquatic activities are offered on site.†

Applies to:

- **Day camps**
- **Resident camps**
- **Short-term resident programs**
- **Camps serving rental groups**

Contextual Education

The intent of this standard is for the camp to design and implement precautions to protect the safety of all participants, regardless of mobility needs and level of independence.

The occasions when support equipment is removed from persons using a wheelchair would include when they are riding in a small craft or when the possibility exists for the person to accidentally enter the water. "Preventing accidental access to the water" may be accomplished through a physical barrier around the pool, on the dock, or adjacent to a natural body of water. It may also be accomplished through special staff supervision or other appropriate means.

The safety practices must be designed for the specific types of mobility impairment of the campers served. These should be included as part of the safety regulations (see standard PA.8) and given to rental groups.

Compliance Demonstration

Visitor interviews:

- Staff/director description of safety practices used
- Information/instructions shared with rental group, when applicable

Visitor observation:

- Aquatic areas in use, when possible