

**PROPOSED STANDARDS and APPLICABILITY REVISIONS:
REVISIONS BASED ON COMMENTS RECEIVED NOVEMBER 30, 2017 – JANUARY 26, 2018**

This document contains a more final version of specific standards to which revisions have been made based on comments in the initial comment period (Nov. 30, 2017 – Jan. 26, 2018). It also includes information related to the applicability of Site and Food Service standards for accredited camps/programs that rent from a non-accredited site, and the applicability of the Health and Wellness standards for short-term camps. Finally, additional information related to language and when compliance is required is shared.

PROPOSED STANDARDS - REVISED FROM INITIAL POSTING (November 2017)

Key

Number in Bold type = Mandatory
Asterisk = To be scored by all camps
Strike Through = Delete words

HR.11* Rights and Dignity: Does the camp have a philosophy or statement specific to respecting the rights and dignity of all individuals that:

- Is shared with all staff, and
- Staff are trained to facilitate, and
- Is shared with parents/guardians and campers?

PD.5 Camper Development: Does the camp provide specific activities that are designed to help camper developmental, emotional, social, and physical health?

PD.7 Environmental Activities: Does the camp provide program activities that help develop awareness, comfort, appreciation, responsibility, and stewardship toward the natural environment?

SF.7* Condition of Facilities, Equipment, and Vehicles: Are buildings, structures, grounds, equipment (to include vehicles if applicable), and activity areas maintained in a clean, safe, and sanitary condition?

SF.3 *NEW TITLE Local Emergency Response: Does the camp make annual contact with all applicable local emergency officials to notify them of the camp's dates of operation and relevant scope of programming (to include items such as clients served, key elements of program, and overview of facilities)? *NOTE: A key purpose of this communication is to verify emergency officials have the correct and appropriate emergency contact and response information related to the camp. Contact is to be made even if the camp has access to the 911 system.*

NEW: This standard will be mandatory AND require written documentation

TR.1* Emergency Medical Transportation (continues to be separate standard): If the camp does not use 911 for emergency medical transportation, does the camp have a policy that requires emergency transportation is available at all times by the rental group OR by the camp being accredited? DNA if camp uses 911.

OM.4* Personal Property Policy: Does the camp advise all participants of policies and procedures for possession and use of alcohol/drugs (~~to include marijuana~~), personal sports equipment, vehicles, animals, and weapons while at camp. *NOTE: Will remove the phrase "to include marijuana" from the standard yet will expand the Contextual education to include a statement such as "Examples of drugs include: prescription medications, over-the-counter medications, marijuana, tobacco, nicotine, electronic cigarettes, vaping, etc.*

HR.3, HR.4, HR.5: Requirements maintained and recombined by task (Note: numbers to be revised):

HR.3*: Hiring Policies

Does the camp have written hiring policies that:

HR.3.1 Identify appropriate application and screening processes for each job category?

HR.3.2 Have been reviewed by legal counsel or a human resources professional within the last three (3) years?

HR.5* New Staff Screening (year-round/seasonal):

Does the camp require screening for all new camp staff based on camp property (directors, counselors, administrative staff, and support staff; seasonal and year-round; paid, volunteer, and contracted) that includes:

HR.5.1 At least two (2) reference checks and verification of previous work (including volunteer) history?

HR.5.2 A personal interview by the camp director or a designated representative?

HR.XX* Criminal Background Check Screening (new/year-round/seasonal):

Does the camp require a criminal background check for camp staff based on camp property (directors, counselors, administrative staff, and support staff; paid, volunteer, and contracted) that meets the following:

ALL Staff Upon Initial Hire: A criminal background check for staff eighteen (18) years of age and older to be initiated prior to the arrival of campers or prior to the start of employment for any late hires?

Returning Seasonal Staff: An ANNUAL criminal background check for staff eighteen (18) years of age and older to be initiated prior to the arrival of campers or prior to the start of employment for any late hires?

Year-Round Staff: A criminal background check for staff eighteen (18) years of age and older at least every five years?

HR.4* Annual Screening for All Staff (seasonal and year-round):

Does the camp require annual screening for all camp staff based on camp property (directors, counselors, administrative staff, and support staff; seasonal and year-round; paid, volunteer, and contracted) that includes:

HR.4.1 A voluntary disclosure statement (completed in compliance with state regulations)?

HR.4.2 A check of the National Sex Offender Public Website or verification that a check of the sex offender registry of all fifty (50) states has been completed?

HW.17*: Availability of an AED: Does the camp have continual access to an automated external defibrillator (AED) available to the majority of the camp population, within the timeframe recommended by authoritative sources, and managed by trained personal? *Note: The AED may be located on camp property in a location that is readily available when individuals are onsite OR available through another provider. Readily available = not in a locked room.*

PA.10/TR.10 First-Aid Kit*: Is a first-aid kit stocked with supplies appropriate to the location and activity, including personal protective equipment, readily available at the following locations (where applicable): aquatic areas, specialized activity areas, out-of-camp trips, healthcare center, food service areas, and vehicle(s)?

Revisions to: PD.12, PD.13, PD.14, PA.1 and PT.1 Supervisor Requirements for Specialized Activities, Challenge/Adventure, Horseback Riding, Aquatics, Extended Trip. *Note: The specific standard will clarify certification requirement and additional training requirement if applicable:*

- Supervisor must be an adult (18 years of age and older), AND
- The supervisor must have a current certification specific to activity that was earned within the last 2 years, OR
- If certification was earned more than 2 years prior, the supervisor must have documented experience of actively engaging in that activity within the past 2 years, OR
- If supervisor does not have a current certification the individual must have both documented training and documented experience of actively engaging in that activity within the past 2 years.

HR.16: Camper/Staff Interaction: Are staff trained and expected to:

- Speak with and listen to all campers respectfully, AND
- Focus attention primarily on the campers, **AND**
- Promote mental, emotional, social, and physical health and safety?

HR.17 Behavior Management: Are staff trained to:

- Teach problem-solving skills that achieve positive outcomes, AND
- Recognize and address bullying, **AND**
- Implement fair and consistent disciplinary steps appropriate to the camper and situation?

PA.11 Safety of Persons with Impaired Mobility (permanent and temporary): To protect campers/staff with mobility impairments (permanent or temporary) around bodies of water, does the camp implement safety practices that identify:

- A means of preventing accidental access to the water, AND
- Occasions when support equipment or mobility devices should be removed/not used – especially from persons using a wheelchair (this may include straps, seatbelts, trays, or other devices that safely secure the person in the chair)?

PA.14 Swimming Pool Access: Do all pools on camp property have a fence or physical barrier to control access, water depths clearly marked, posted rules, available rescue equipment, and adequate maintenance procedures for sanitation and safety? (NO CHANGE)

PA.15 Natural Body of Water Access: Do natural bodies of water on camp property used in camp for aquatic activities shall have controlled access, designated activity areas, and posted rules for use. Known hazards shall be eliminated when possible. Equipment shall be maintained. Rescue equipment shall be available? (NO CHANGE)

The following statement will be added to current standards requiring a lifeguard, including PA.17 (staff swimming): *Lifeguards must be positioned in locations where they are able to provide effective surveillance, and in close enough proximity to participants to readily respond and execute rescue in an incident/emergency*

HEALTH INSPECTION OPTION

In lieu of scoring identified food service standard, the following ACA standards can be scored DNA if a health inspection has been conducted within the past 15 months and the camp has documentation to verify such.

- SF.14 Handwashing Facilities
- SF.15 Food Service Areas Clean and Protected from Rodents
- SF.16 Refrigeration Temperatures
- SF.17 Food Service Supervisor Qualifications
- SF.18 Food Temperatures in Safe Range
- SF.19 Sanitized Utensils and Surfaces
- SF.20 Dish Washing Procedures
- SF.21 Dish Drying and Storage

REVISIONS TO APPLICABLE STANDARDS FOR CAMPS THAT RENT FROM NON-ACCREDITED FACILITIES

In an effort to maintain safety and the integrity of the ACA accreditation program AND not create unintentional barriers to camps/programs that rent a non-accredited facility, the National Standards Commission is recommending the following Site and Food Service standards **DO NOT APPLY** to programs that rent from a non-accredited facility. If a camp/program uses a currently accredited site, all standards specific to site and food service will not apply.

SF.4 Water Testing: DNA

SF.6 Electrical Evaluation: DNA

SF.8: Power Tools (If NOT used in programming): DNA

SF.9: Fire and Safety Equipment Evaluation: DNA Current standard and ADD: FOR CAMPS THAT RENT FROM A NON-ACCREDITED CAMP: Are staff members aware of the location of fire extinguishers in the areas of camp they will be using?

SF.12: Permanent Sleeping Quarters DNA

Standards SF.14 – SF.21:

1. Can be met via a health inspection of the facility conducted in the last 15 months OR
2. Can be scored by the rental group OR
3. DNA if the rental group is not the ONLY group using the food service of said facility (such as in college food service, etc.)

REVISED APPLICABILITY TO HEALTH AND WELLNESS STANDARDS for SHORT-TERM CAMPS and CAMPS THAT RENT TO OTHERS

In reviewing the standards related to Health and Wellness, the National Standards Commission determined that many standards currently applicable to both day and resident camps should also be applicable to short-term camps (both day and resident). The following is a list of current standards that are being recommended to be applicable to all short-term camps (day and/or resident) AND camps that serve rental groups.

Health and Wellness Standards Applicable to Short-Term Camps

HW.1.1 Healthcare Provider (RN, physician or access to such by prior arrangements by the designated person)

HW.1.3 Healthcare Provider for camps serving those with special medical needs

HW.1.4 HealthCare Provider for nonmedical religious camps

HW.2 First Aid and Emergency Care Personnel

HW.3 Designate Healthcare Provider away from main camp

HW.4 Staff Training (for staff role in healthcare)

HW.5/HW.28 Health History Information

HW.8.1 Health Information Review and Collection of Medications

HW.9 Permission to Treat

HW.10 Parent Notification (when parents will be notified, and documentation that parent/guardian was notified)

HW.11.2 Healthcare Policies

HW.12 Treatment Procedures

HW.13 Inform Staff of Special Needs

HW.14 Special Medical Needs

HW.15.1 A & B Healthcare Center (need for access to toilet and availability of water)

HW.16 Healthcare Equipment, Supplies, and Emergency Assistance

HW.17 Availability of an AED

- HW.18 Supervision in Healthcare Center
- HW.19 Medication Storage and Administration
- HW.20 A, E, & F Contact Information
- HW.21 Recordkeeping
- HW.22 Record Maintenance
- HW.23 Staff Health History (to include: name, allergies, who to contact in case of emergency)

Health Wellness Standards Applicable to Camps Serving Rental Groups

- HW.17 Availability of an AED
- HW.19 Advise rental groups to lock all medication (revised standard will indicate such) NEW
- HW.26 Emergency Care Personnel
- HW.27 Healthcare Planning
- HW.28 Health Information

SLIGHT REVISION TO MODES DEFINITIONS

- **Long term:** Session is at least eight days in length ~~AND/OR~~ the camp offers more than one session of any length. ~~with, at minimum, the same key staff.~~ Program is operated and staffed by the camp, and the supervision of individual campers is a camp responsibility. *Resident:* Camp assumes responsibility of the campers 24 hours a day. *Day:* Campers go home at the end of the day with an occasional overnight.
- **Short term:** *Only one* session, seven days or less *servicing the* same campers ~~with the same staff.~~ Program is operated and staffed primarily by the camp. The camp staff for these programs is sometimes supplemented by adults from a participating group. *Resident:* Camp assumes responsibility of the campers 24 hours a day. *Day:* Campers go home at the end of the day with an occasional overnight.

LIST OF SECTIONS/SUBSECTIONS

Core Sections

- 1. Administration**
 - Site/Transportation
 - Health and Wellness
 - Risk Management
 - Human Resources
 - Program
 - Trip or Extended Trip/travel Standards
 - Camps that Serve Rental Groups
 - Vendor Provided Programs
- 2. Facilities**
- 3. Health and Wellness**
- 4. Staff and Supervision**
 - Qualification Requirements
 - Staff Training
 - Staff Supervision and Observation
 - *Camper Supervision and Ratios*
- 5. Program Areas**
 - General
 - Specialized

- Trip/Extended Trip/Travel
- Horse/Livestock
- Aquatics

ADDITIONAL GENERAL INFORMATION

- Word “parent” will be changed to “parent/guardian” throughout.
- Use of “First Aid/CPR/AED” will be consistent throughout.
- If a standard includes a list of items and all are to be scored as one standard, each item will be an A., B., C.
- If a standard includes a list of items and each item is to be scored separately, the list will be formatted as: PA.1.1, PA.1.2, etc.
- The National Standards Commission will prepare a list of new or significantly revised standards all camps must meet for the 2019 season. This list will be posted in September 2018 with questions specific to said standards that will be included in the 2019 Annual Accreditation Report. It is anticipated the number of questions will be less than ten.
- A camp will be required to come into compliance with all standards as revised and released in fall 2018 (for implementation 2019) at their next scheduled visit.
- ACA continues to research the timeframe required for a health exam through a healthcare professional. The American Academy of Pediatrics recommends at least every twelve months. We are aware some insurance providers will only cover a health exam every 24 month.