



ULSTER COUNTY DEPARTMENT OF HEALTH

239 Golden Hill Lane, Kingston, NY 12401-6441, (845) 340-3010, Fax (845) 340-3045

JEN METZGER

County Executive

CAROL M. SMITH, MD, MPH

Commissioner of Health

March 2023

Dear Children's Camp Owner/Operator:

Enclosed is a renewal application for a permit to operate a Children's Camp in Ulster County for the 2023 operating season. **Applications must be submitted 60 days prior to the camp opening date. Please be advised that operating without a valid permit is a violation of Part 7-2 of the New York State Sanitary Code and may subject you to an administrative enforcement action and may result in closure.** Also, it is the responsibility of the owner and/or operator of a children's camp to notify the Ulster County Department of Health in writing of any changes in the status of the operation of your establishment (e.g. closing, change of ownership, etc.) **Children's Camp permits are not transferable.**

The following **must** be completed and returned in order for your application to be processed. **The application cannot be processed and permit issued if any of the required information below is missing or incomplete.** If you have any questions regarding the enclosed application, please call Laura Bell at (845) 340-3028.

- Review the enclosed application and make any corrections
- Enter expected opening date and closing date on page 1 of the application
- Sign and print your name on page 2 of application
- Enclose copies of *Workers' Compensation and Disability forms or signed CE-200 Exemption form.

***New York State Law requires every facility to have workers' compensation and disability insurance or to have a CE-200 Exemption form from the New York State Workers' Compensation Board. (See page 2 of the application and the enclosed instructions.)**

- Satisfactory pre-operational **nitrate** and bacteriological water sample reports and "Start Up Certification", (see enclosed "Potable Water Systems for Children's Camps")
- A satisfactory preoperational inspection by this Department must be completed.

- Prior to permit issuance required forms, including the DOH-367, DOH-2040, Statewide Central Register Database Check, DOH-2271, and certifications for the camp staff (include a copy of the Health Director’s Driver’s License), must be submitted.
- Enclose appropriate payment of fee(s) by check or money order payable to: **Ulster County Commissioner of Finance**

ALL PERMIT APPLICATION FEES ARE NON-REFUNDABLE

Children’s Camp Fee Schedule

Children’s Camp (for profit camps)	\$ 200.00
Water Sample (required for each water system).....	\$ 40.00
Children’s Camp with bathing beach (3 fecal samples) @ \$40 each.....	\$ 120.00
Returned check fee	\$ 20.00

Return all of the above to our office location at:

**Ulster County Department of Health
Environmental Health Services Division
239 Golden Hill Lane
Kingston, NY 12401**