



CITY OF NEWBURYPORT HEALTH DEPARTMENT

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RE: Camp Application

Dear Camp operator,

Enclosed you will find the application for a recreational for children. The application must be completely filled out, including attached documents, in order to process your application. Incomplete applications will result in a delay or denial of your application.

The application process will consist of two procedures:

1. Submission of completed application to include the following:
 - a. Completed application and fee
 - b. Copy of camp written plans (see attached checklist)
 - c. Supervisory Staff Listing (see attached)
 - d. Camp Reporting Form (see attached)
 - e. CORI and SORI review
 - f. Staff and camper immunization review

2. Inspection of camp site to include **(Call this office to schedule a date for inspection):**
 - a. Site inspection, areas of quarantine / isolation, rest room facilities, medication storage etc.
 - b. Review of CORI and SORI checks (if not completed prior)
 - c. Staff and camper immunization review (if not completed prior)

I recommend submitting your application and required documents as soon as possible in order for review and then scheduling of the on-site inspection.

Sincerely,

A handwritten signature in cursive script that reads 'Frank P. Giacalone'.

Frank P. Giacalone, R.S.