

Filed Sept 21, 1961
3:40 P.M.

PW CY 40.70-80

CERTIFICATE

STATE OF WISCONSIN)
) SS
DEPARTMENT OF PUBLIC WELFARE)

TO ALL TO WHOM THESE PRESENTS SHALL COME, GREETINGS:

I, Wilbur J. Schmidt, Director of the State Department of Public Welfare, and custodian of the official records of said department, do hereby certify that the annexed rules and standards relating to Day Camps for Children Under Seven Years of Age were duly approved and adopted by this department on September 21, 1961.

I further certify that said copy has been compared by me with the original on file in this department and that the same is a true copy thereof, and the whole of such original.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the Department at the State Office Building, in the City of Madison, this 21 day of September, A.D., 1961.



Wilbur J. Schmidt, Director

STATE DEPARTMENT OF PUBLIC WELFARE

ORDER OF THE STATE DEPARTMENT OF PUBLIC WELFARE
ADOPTING, AMENDING OR REPEALING RULES

Pursuant to authority vested in the State Department of Public Welfare by sections 46.014 (3) and 48.67, Wis. Stats., the State Department of Public Welfare hereby repeals, amends and adopts rules as follows:

Sections PW-CY 40.70, 40.71, 40.72, 40.73, 40.74, 40.75, 40.76, 40.77, 40.78, 40.79 and 40.80 are adopted to read: (The rules as adopted are attached hereto.)

The rules, amendments and repeals contained herein shall take effect on November 1, 1961 as provided in section 227.026 (1), Wis. Stats.

Dated September 21, 1961

STATE DEPARTMENT OF PUBLIC WELFARE



Wilbur J. Schmidt, Director

DAY CAMP STANDARDS
for
CHILDREN UNDER SEVEN YEARS OF AGE

PW-CY 40.70 Definitions

- (1) DAY CAMPING means an experience in group living in a natural environment. It is a creative, educational experience in cooperative group living in the out-of-doors; carried on during the day time under the supervision of trained leaders. It utilizes resources of the natural surroundings to contribute significantly to mental, physical, social and spiritual growth.
- (2) DEPARTMENT means the Wisconsin State Department of Public Welfare.
- (3) DIVISION means the Wisconsin State Division for Children and Youth.

PW-CY 40.71 License

- (1) LICENSE REQUIREMENTS. Day Camps providing group care for four or more children under seven years of age and operating for compensation and/or consideration for services must be licensed.
- (2) LICENSE PROCEDURES.
 - (a) A non-transferable license shall be secured annually from the Department, upon appropriate application and compliance with the Rules and Standards.
 - (b) Each license shall bear the name of the camp, name of the person licensed, and a description of the premises.
 - (c) The number of children specified on the license is the maximum number to be received or to be cared for at one time.
 - (d) There is no fee charged for the license.
- (3) LICENSING EXEMPTIONS. No license is required for a person or persons who provide:
 - (a) Camping experience for children at the child's own home and/or in homes of relatives or guardians.
 - (b) Camping experience conducted by public and parochial schools.
 - (c) Camping given to children on church premises while their parents are attending religious services.
- (4) APPLICATION FOR LICENSE. An application for a license which shall be made in writing to the Department shall include:
 - (a) A statement from the State Laboratory of Hygiene or certified laboratory indicating that the water source has been tested and found to be safe.

- (b) A statement of the purpose of the day camp.
 - (c) A description of the program and activities designed to carry out the purposes.
 - (d) A general description of the camp area and its general geographical location.
 - (e) A completed application form.
- (5) RENEWAL OF LICENSE. Application for a renewal of license shall be made:
- (a) Each year in writing to the Department on specified forms.
 - (b) Whenever there is a change in the conditions described on the last license issued.
- (6) EVALUATION.
- (a) A representative of the Department shall visit and study each day camp before the initial licensing and each subsequent renewal. The representative shall submit to the Department a written evaluation indicating whether the required Standards have been met. He may visit at any time to assure continued compliance.
 - (b) Each camp shall have the continued supervision and consultation of the Department and shall submit required reports.
 - (c) The Department at its discretion shall have the authority to make exceptions to any rule or standard, when it is assured that the granting of such an exception will not be detrimental to the children attending the camp.
- (7) PROVISIONAL LICENSES. A provisional license may be issued and renewed in periods up to two years to any camp whose services are needed, but is temporarily unable to conform to all established minimum requirements.
- (8) REVOCATION OF LICENSE.
- (a) The right to operate is dependent upon continued compliance with the required rules and standards.
 - (b) The license may be revoked by the Department in accordance with Section 48.71 (1) and (2) of the Wis. Stats. and with the Departmental Rule PW-CY 40.02 dealing with license procedures.

(9) APPEAL PROCEDURE.

- (a) Any person aggrieved by the Department's refusal or failure to issue or renew a license, or by its revocation of a license, has the right to an administrative hearing provided for contested cases in Chapter 227, Wis. Stats.
- (b) Judicial review of the Department's decision may be had as provided in Chapter 227, Wis. Stats.

(10) ALLEGED VIOLATIONS.

- (a) Whenever the Department has reason to believe that any person is violating any of the provisions of Sections 48.60, 48.62, or 48.65 of the Statutes, it shall make an investigation to determine the facts and prosecute under Section 48.76 if indicated.
- (b) The Department may either revoke the license and/or institute prosecution.

PW-CY 40.72 Personnel Standards.

(1) ALL PERSONNEL.

(a) Required Standards.

1. The camp staff shall be adequate for the maintenance of the camp, for the care, protection, and education of the campers, and for business administration. There shall be a ratio of at least one counselor to every eight children younger than seven years of age. (This ratio is exclusive of administrative staff, junior counselors, or counselors-in-training. Administrative staff is defined as those staff members whose main responsibility involves other than direct program relationships with campers, i.e. directors, office staff, maintenance staff, cooks, dietitian, nurse.)
2. All members of the program staff shall possess the following minimum qualifications: Emotional maturity; good health and vitality; enjoyment of outdoor living; liking for children and the ability to understand the needs of campers; placing the needs of the campers and the camp ahead of personal desires; ability to work as a member of a group; interest in contributing to the achievement of the objectives in the camp; good moral character and integrity; particular skills and abilities for the specific responsibilities they are to carry; must be a high school graduate or a mature person qualified by camping experience.

(b) Recommended Standards.

1. The camp should have carefully prepared written job descriptions for all types of positions, to be used in hiring and supervising staff.
2. The camp should utilize the best known techniques for the selection of staff members, such as application blanks, personal interviews and references.
3. The camp should have written personnel policies covering such matters as remuneration, time off, illness, job descriptions, relationships, evaluations, conditions for re-employment, personal conduct, etc.
4. All staff members who receive salaries or wages should receive a letter or written contract stating specifically the conditions of their employment.
5. There should be sufficient continuity in the total staff from year to year to give stability and cohesion to the program.
6. There should be procedures through which staff members may readily express themselves on matters of camp policies and regulations, including those that affect themselves.
7. Two years of college or the equivalent in experience significant for camping is desirable for the program staff member and especially for the camp director.

(2) CAMP DIRECTOR.

(a) Required Standards. The camp director shall have, in addition to the qualification under "2, All Personnel," the following:

1. Education and experience: At least two years staff leadership experience in organized camping as well as background in administration and working with groups.
2. Personal qualifications: The director must be at least twenty-one years of age, possess maturity of judgment, show initiative and resourcefulness, and demonstrate supervisory and administrative ability. In the absence of this person, there shall be a qualified substitute.

(3) STAFF TRAINING.

(a) Required Standards.

1. There shall be a pre-camp training program for a minimum of three days or 15 hours.
2. There shall be in-service training throughout the season, such as staff meetings, conferences, etc.

(b) Recommended Standard. Two days or 10 hours of pre-camp training should be spent on the camp site.

PW-CY 40.73 Program Standards.

(1) PROGRAM.

(a) Required Standards.

1. The program shall be appropriate for the ages, abilities, and interests of the children attending the camp.
2. There shall be planned rest periods during the camp day for all children, and such shall be appropriate to the age of the child. The rest period shall be one hour or longer for all children under five years of age, if camp is in session for more than four hours.

(b) Recommended Standards.

1. The camp program should afford an opportunity for the campers to participate in a creative outdoor group experience in a democratic setting, and should provide for the development of each individual.
2. The camp should develop objectives in the following areas:
 - a. Outdoor living.
 - b. Fun and adventure.
 - c. Social adjustment - for example: The development of independence and reliability, ability to get along with others, and values in group living.
 - d. An understanding of individuals and groups of varied backgrounds.
 - e. Improvement of health.
 - f. Skills and appreciation, particularly as related to the out-of-doors.

g. Spiritual values.

3. The program should be so planned, administered and supervised as to lead to the achievement of the general objectives of camping and the special objectives of the particular camp. These objectives should be stated in writing. Essentially the program should be related to the central theme of living together in a natural environment and learning to enjoy the out-of-doors.
4. Within the general framework of the program, there should be opportunity for cooperative planning for activities by campers and camp staff and an opportunity for some choice of activities by individual campers.
5. The program should include occasional parent participation activities and other techniques to strengthen family relationships and parent understanding of the children's needs.
6. Camps designed to offer a general program in camping should include a variety of situations in which the camper will have an opportunity:
 - a. To acquire a feeling of competence and to enjoy himself in the natural outdoor setting through camp skills and other activities common to camp life.
 - b. To participate in group projects, special events and ceremonies, and social activities.
 - c. To share in the care of and improvement of the camp.
 - d. To increase his knowledge and appreciation of the world in which he lives.
 - e. To learn his relationship to his environment through such media as nature crafts, using native materials, etc.
 - f. To participate in minor preparation of meals whenever and wherever conditions permit.
 - g. For spiritual responses to camping experiences.
7. There should be continuity in this camp experience over a period of not less than two weeks. Camp should be operated at least three days per week, preferably five, during the camp period.

PW-CY 40.74 Site, Facilities and Equipment Standards.

(1) CAMP

(a) Required Standards.

1. The camp shall have on file, from the proper authorities, current written verification of the safety of water, sanitation, and buildings.
2. The site shall provide natural resources that will make possible an outdoor living experience.
3. Adequate provision shall be made for shelter of campers during inclement weather.

(b) Recommended Standards.

1. The camp site should provide a maximum degree of privacy and wherever possible be isolated from densely populated and undesirable areas. It should be free from unnecessary hazards and be properly drained. It should be located within a reasonable distance from the campers' homes depending upon the transportation available.
2. There should be sufficient equipment and facilities, kept in safe operating condition, to carry out stated objectives and program.

PW-CY 40.75 Administration Standards.

(1) RECORDS AND REPORTS.

(a) Required Standards.

1. All published statements such as brochures, publicity, etc. shall be accurate and complete.
2. The camp shall have the following records readily available:
 - a. Budget, financial statement, and menus (if food is served).
 - b. All permits required by local and state authorities.
 - c. Written consent of parents for campers' attendance and participation in activities.
 - d. Statement of insurance coverage. Provision shall be made for all legally required insurance.

- (b) Recommended Standard. The camp license should be displayed or readily available at all times.

(2) CHILDREN'S RECORDS.

- (a) Required Standards. Current information shall be maintained on each child attending the camp and shall include:

1. Name, birthdate, full names of both parents or guardian.
2. Home address of parents, work addresses, and telephone number of parents.
3. Name, address and telephone number of person to be notified in case of emergency, when parents cannot be reached.
4. Name, address, and telephone number of physician caring for the child.
5. Written consent of parent to contact family or camp physician in case of emergency.
6. Record of all physical examinations, first aid, and any other matters relating to the child's health.
7. Date child enters and leaves the camp.
8. Record of daily attendance of each child.

- (b) Recommended Standard. Other records of the individual camper, as deemed desirable by the camp administration, may be maintained during the camp period or season.

(3) PERSONNEL RECORDS.

- (a) Required Standards.

1. There shall be maintained a record for each employee, which shall include name and address, age training, education, experience, and other qualifications.
2. Report of physical examination at time of employment and subsequent annual examinations.
3. Persons to be notified in the event of an emergency.
4. Personnel forms and character references on all staff members shall be made available upon request.

(4) PERSONNEL PRACTICES.

(a) Recommended Standards.

1. A periodic written evaluation of each employee by his supervisor is desirable.
2. There should be a written statement on file at the camp of personnel practices and policies, which should include hours of work, vacation, sick leave, leave of absence, and salary schedules. In addition, there should be channels for complaints and suggestions.

(5) STATISTICS.

- (a) Required Standard. Camps shall submit the statistical report required by the Department.

PW-CY 40.76 Health Standards.

(1) STATE AND LOCAL REGULATIONS.

- (a) Required Standard. Written health policy. Every day camp shall have a written plan indicating specific policies and procedures that will insure health protection for all. This written plan shall be consistent with state and local health regulations.

(2) CHILDREN.

- (a) Required Standard. A recent medical statement shall be required from a family physician (or clinic) to show that the child is in good health and physically able to participate in the camp activities.
- (b) Recommended Standards.
1. Preventive inoculations recommended by public health authorities should be similarly recommended by the camp before opening.
 2. There should be a written statement from the parent as to the camper's health since his camp physical examination and assurance that the camper has not since been exposed to contagious diseases.

3. There should be a quiet resting place.

(3) STAFF.

(a) Required Standards.

1. All paid and volunteer members upon beginning work, and annually thereafter, shall submit evidence of:

a. A physician's statement based on examination stating they are free from illness which might be detrimental to the child's welfare.

b. A chest X-ray or a negative PPD showing freedom from active tuberculosis.

c. Evidence of small pox vaccination within the last five years.

2. Food service staff shall have certificates required to comply with local and state public health requirements.

(b) Recommended Standard. All staff members should have fundamental knowledge of health and emergency procedures.

(4) INSPECTIONS AND FIRST AID.

(a) Required Standards.

1. There shall be a definite system of daily health supervision of the campers, including such times when campers are away from camp on out-of-camp activities. Health inspections shall be made by a person capable of recognizing common signs of communicable disease or other evidences of ill health.

2. A registered nurse, licensed physician, or a person holding a current American Red Cross Certificate in advanced first aid shall be available to this group. Arrangements shall be made with a nearby licensed physician to serve the camp if one is not in residence.

3. There shall be first aid equipment, as recommended by the American Red Cross, readily available and a designated first aid area, including a quiet resting place, in all units.

4. Transportation shall be immediately available at all times for use in case of emergency.
5. There shall be ready access to a telephone and a list of emergency telephone numbers posted.

PW-CY 40.77 Food Standards.

(1) NUTRITION.

(a) Required Standards.

1. In menu planning, proper nutrition standards shall be observed. Children shall have the type and amount of food suited to their growth needs and activity. If the camp day includes both a morning and afternoon program, a mid-morning and mid-afternoon snack shall be available to supplement the noon meal.
2. Milk used for drinking shall be pasteurized Grade A according to state regulations and provided by an accredited source. Perishable foods including milk and milk products, meat, fish, poultry, shell fish, eggs, gravies, poultry stuffing, salad and other mixtures containing any of the above foods shall be kept at a temperature of not over 50 degrees Fahrenheit.
3. All food storage, preparation and service space and equipment shall be maintained clean and free from dirt and insects.

- (b) Recommended Standard. The noon meal, whether provided by camp or parents, should include a serving of protein food, vegetables, whole grain or enriched bread, and a simple dessert. The camp should furnish parents with suggestions and check for adequacy and safety measures if children bring lunches from home.

PW-CY 40.78 Sanitation Standards.

(1) STATE AND LOCAL REGULATIONS.

(a) Required Standards.

1. All camps shall comply with state, county, and local sanitation laws.
2. If the camp does not operate under a permit which includes approval of the water supply, a special written approval of the water supply shall be obtained each year. The water supply shall be of

adequate volume and safe, sanitary quality, and should be tested regularly during the camp season.

3. Swimming pools and waterfront areas shall be located, constructed, equipped and operated in compliance with applicable laws.
4. Dishwashing procedures and care of equipment shall comply with state, local, and county sanitation laws. In the absence of such laws, dishes and utensils shall be sterilized by scalding or chemicals, or disposable dishes used.
5. Liquid wastes shall be disposed of by facilities constructed and operated as required by and at locations approved by supervising health authorities.
6. Garbage and rubbish cans shall be watertight, fly-proof, emptied and cleaned at least every two days. Garbage and rubbish shall be hauled away from the camp for disposal. If disposal is within the camp (site), it shall be by burial under six inches of well tamped dirt. The surroundings of stored garbage and rubbish containers will be maintained clean and dry.

(b) Recommended Standard. There should be a plan for control of insects, rodents, and poisonous weeds.

(2) HYGIENE.

(a) Required Standard. Adequate handwashing facilities shall be provided in proximity to toilets, privies, and urinals.

PW-CY 40.79 Safety Standards. NOTE: Safety factors are fundamental considerations in the conduct of any camp and should be considered in all preceding topics. Natural hazards to safety, such as cliffs, swamps, mine shafts, dead trees, etc. should be structurally eliminated or reduced to a minimum before the camp is occupied. Every day camp should carry on a continuous program of safety education for its campers and staff.

(1) WATERFRONT SAFETY.

(a) Required Standards.

1. The person actively in charge of the waterfront shall be at least 21 years of age and shall have a current water safety instructor's certificate from the American Red Cross or an organization having equivalent standards. (If public facilities are used, the camp shall have written verification from proper authorities of the adequacy of personnel practices and equipment used.)

2. Practices and equipment for waterfront areas shall comply with applicable State laws and shall comply with Chapter H 75.05 (6) of the Wisconsin Administrative Code.

- (a) A system of checking persons in and out of the water must be used.
- (b) The buddy plan, which provides for the division of the group of persons into pairs so that every person has a partner while in the water, must be enforced.
- (c) Life saving equipment that is adequate for the type of swimming, boating, and canoeing areas used must be provided, must be kept in perfect order at all times, and must be so placed as to be immediately available. One good life saving boat with proper equipment must be on hand at all times.
- (d) A first aid kit must be on hand at the waterfront, and must be equipped and ready for immediate use.
- (e) Swimming regulations must be posted on the waterfront, and must be obeyed by all, including guests.

Note: It is recommended that the following regulations be included:

1. Swim during swimming periods only.
2. Do not enter the water until the signal is given by the waterfront director.
3. Always swim with another person.
4. Stay in assigned swimming area.
5. Dive only in water of known and approved depth.
6. Remain out of the water when chilled or tired.
7. No guest shall be allowed in swimming until he has presented a health certificate.

Swimming pools shall be protected by a fence, and its entrance gate kept locked except during periods when the swimming director is on duty.

3. Practices and equipment for boating, canoeing, sailing and other watercraft shall comply with applicable laws. In the absence of such laws, the Standards of American Red Cross are acceptable.

(2) SAFETY PRECAUTIONS.

(a) Required Standards.

1. Riflory and archery are not to be included in the camp program. If included for older children, added precaution for protection of children under 7 shall be provided.
2. Two or more counselors shall accompany groups leaving the immediate camp site.
3. Safety rules governing the use of tools and power tools shall be studied and observed, and such tools shall be used only under qualified supervision.

(3) FIRE PROTECTION

- (a) Required Standards. The director of the camp shall be responsible for the regular inspection of all fire protection facilities and equipment, such as:

1. Containers for gasoline, kerosene, explosives, and flammable materials shall be plainly marked and stored in a locked building not occupied by campers or staff and at a safe distance from the program buildings.
 2. All camps shall provide adequate lengths of hose for fire fighting, if water under pressure is available.
 3. Fire extinguishers and other suitable fire fighting equipment shall be placed at strategic and easily accessible points.
 4. Fireplaces and chimneys shall be properly built and inspected annually, prior to the opening of camp.
 5. Before camp opens, arrangements shall be made with the nearest public officials for protection in case of fire. Any permits required for operation of incinerators or for open fires shall be secured.
- (b) Recommended Standard. Emergency procedures for fire drills, civil defense drills or any natural disaster should be planned and practiced.

PW-CY 40.80 Transportation Standards. (Where transportation is used in connection with a day camp, the following standards shall be observed.)

(1) EQUIPMENT AND SAFETY.

(a) Required Standards.

1. All transportation equipment is maintained in safe operating condition and meets all safety tests required by the laws of the state and the ordinances of the municipality in which the day camp operates.
2. Every day camp shall carry on a continuous program of transportation safety education for its staff and campers. (Day camp operators should realize that they carry a responsibility to their campers over and above the technical requirements of the state laws or municipal ordinances.)

(2) DRIVERS.

(a) Required Standards.

1. Each driver of a camp vehicle shall meet the driving requirements of the state concerning the specific vehicle which he operates.
2. Each driver shall be selected for dependability, good habits, and unquestionable good character.
3. Each driver shall be free from communicable disease, strong enough to handle the transportation unit he drives, have normal use of his body, both hands, both feet, both eyes, and both ears.

4. Each driver shall be at least twenty-one years of age and have at least one year's experience as a driver.

(b) Recommended Standard. Every day camp should train its own drivers in all needed safety procedures.

(3) INSURANCE

(a) Required Standards. A day camp operating its own transportation unit shall carry liability insurance as follows:

1. For a unit carrying not more than eighteen campers: Minimum limits of fifty thousand dollars for injury to any one person; one hundred thousand dollars in any one accident.
2. For a unit carrying more than eighteen campers: Minimum limits of one hundred thousand dollars for injury to any one person; three hundred thousand dollars in any one accident.

(4) SAFETY

(a) Required Standards

1. The number of campers in transportation units shall not exceed the seating capacity of such units.
2. Each transportation unit shall carry adequate first aid equipment.
3. The camp shall provide supervision in transportation units. In a vehicle which carries more than ten campers, there should be at least one adult in addition to the driver.
4. Where a day camp charters transportation units, the owners of such vehicles shall be required to produce evidence that they meet the transportation standards herein required of day camps.