

New Youth Camp Operators Pre-Licensing Inspection Guidance

What You Need to Know to Prepare for your On-site Pre-licensing Inspection

A pre-licensing inspection must be performed 4-6 weeks before camp begins.

Meeting the youth camp regulations and making sure you have all the information listed in this guidance will help you quickly get through your pre-licensing inspection.

Youth Camp Specialized Activities §265.11

- Waterfront
- Archery
- Riflery
- Equine Program
- Challenge Course

If your camp does not offer two of the activities listed above, it does not qualify as a youth camp. For more information please reach out to childcare licensing for guidance concerning registration through their summer school-age programs at

<https://www.hhs.texas.gov/services/safety/child-care/contact-child-care-regulation>.

Campers, Supervisors, and Staff §265.12

Make sure you have a minimum ratio of 1 counselor for every 10 campers.

Staff Information Needed

- Name, as applicable, and documentation of the following items for each staff type.
- Onsite Director
 - Knowledgeable in camp administrative practices.

- Minimum experience with an organized youth camp, school, or other youth-serving organization of:
 - two years working with children, and
 - one year of leadership.
- Youth Camp On-call Physician
 - A doctor licensed in Texas, **or**
 - an agreement with a medical facility that can ensure a physician is available to take a call anytime the camp is operating. For example, a hospital, clinic, physician's group, or free-standing emergency room.
- Camp Health Officer
 - A physician, registered nurse, licensed vocational nurse, or a person with an American Red Cross Emergency Response certificate, or its equivalent (EMT), **or**
 - a person certified in American Red Cross Community First Aid and Safety, or its equivalent for camps with documentation, that the camp is located within a 20-minute community EMS response time.
- Youth Camp Specialized Activity Specialist
 - Instructor
 - Instructor certification.
 - Two years of experience supervising youth in the specific activity.
 - Waterfront Director (additional qualifications)
 - Lifeguarding certification, **or**
 - open water lifeguarding certification if supervising activities in a natural body of water (boating, kayaking, swimming, etc.)
- All Staff Members
 - Reference letters and phone conversations with employers, community, and church leaders, etc., documenting the character and integrity of each staff member, **and**
 - criminal conviction and sex offender background checks conducted through the Texas Department of Public Safety website searches or paid third-party background check service providers.

Staff Record Requirements

- Verification that the camp itself or through a third-party is providing an approved sexual abuse and molestation awareness course to all staff members. A list of approved courses can be found at <https://www.dshs.texas.gov/youthcamp/Youth-Protection-Training.doc>
- Index of subjects covered in the camp personnel policies and practices including staff
 - training,
 - hiring process,
 - conduct and behavior,

- discipline process, and
 - reporting of incidents/accidents at camp.
- Record Storage
 - Hard copy or electronic required documentation should be kept in the on-site administrative offices.
 - Detailed records containing sensitive personal information, such as background check documents, may be stored at regional or national offices of the organization.

Health and Cleanliness §§265.13, 265.15

Health

- First Aid Area
 - Prominently designated.
 - Used exclusively to handle health and emergency cases.
 - Suitably equipped.
 - Supplies in single use packaging.
 - Available first aid kit containing at minimum:
 - sterile adhesive and roller bandages and gauze pads in assorted sizes,
 - hypoallergenic adhesive tape,
 - triangular bandages,
 - scissors,
 - tweezers,
 - moistened towelettes,
 - antiseptic,
 - thermometer,
 - splints,
 - petroleum jelly or other lubricant,
 - cleansing agent/soap,
 - exam quality gloves, and
 - eye wash solution.
- Isolation area for a camper with a communicable disease
 - A child suspected or confirmed to be ill with a communicable disease must be isolated and supervised.
- Camp emergency plans including procedures for,
 - response to disaster (fire, flood, tornado),
 - serious accidents,
 - epidemic,
 - fatality,
 - lost campers,
 - evacuation, and
 - intruders.

- Storing and dispensing prescription medication to campers.
 - Original container with prescription label.
 - Medication, sharps, and related paraphernalia or devices must be in a secure location inaccessible to campers.

Cleanliness

- Camper Food Source Options
 - Camper provided or non-perishable pre-packaged food.
 - On-site or off-site food prepared in a commercial style kitchen with certified food safety staff. Food handler or food manager certifications accepted.
- Camper Source of potable (drinking) water
 - Municipal or on-site water source.
 - For on-site, it must be a:
 - TCEQ-licensed Public Water system (requires licensure documentation) or
 - private water system that meets the private water supply requirements under §265.13(q). (See Private Unregulated Water Well §265.13.)
- Minimum ratio of 1 toilet/urinal provided per 15 campers (male/female total each).
- Camp Refuse (Trash) Disposal
 - Commercial waste disposal service may be used.

Private Unregulated Water Well §265.13

- The month before the camp is in operation and each month the camp is in operation camp water systems must submit as required under §265.13(q)(3), a minimum of one water sample for testing for:
 - total coliform,
 - fecal coliform,
 - E. coli, or
 - other fecal indicator organisms.
- Camps must submit as required under §265.13(q)(4) a water sample obtained from the entry point to the distribution system to a laboratory for chemical analysis at least once every three years. The chemical analysis must be for the maximum secondary constituent levels shown below.

Maximum Secondary Constituent Levels
Figure: 25 TAC §265.13(q)(4)(C)

Constituent	Level (mg/l except where otherwise stated)
Aluminum	0.05 to 0.2
Chloride	300
Color	15 color units
Copper	1.0
Corrosivity	Non-corrosive

Fluoride	2.0
Foaming agents	0.5
Hydrogen sulfide	0.05
Iron	0.3
Manganese	0.05
Odor	3 Threshold Odor Number
pH	>7.0
Silver	0.1
Sulfate	300
Total Dissolved Solids	1,000
Zinc	5.0

- Minimum residual disinfectant concentrations and maximum residual disinfectant levels of free chlorine or chloramine as required §265.13(q)(5).
 - The minimum residual disinfectant concentration in the water entering the distribution system and within the distribution system must be 0.2 milligrams per liter (mg/L) free chlorine or 0.5 mg/L chloramine.
 - The maximum residual disinfectant level (MRDL) of chlorine dioxide in water entering the distribution system must be 0.8 mg/L.
 - The MRDL of free chlorine or chloramine in water within the distribution system must be 4.0 mg/L based on a running annual average.

Youth Camp FAQ webpage

[Youth Camp Guidance, Clarifications, and FAQs | Texas DSHS](#)

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For more information, visit [Youth Camp Program | Texas DSHS](#)

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