




NEW JERSEY DEPARTMENT OF HEALTH CONSUMER, ENVIRONMENTAL AND OCCUPATIONAL HEALTH SERVICE PUBLIC HEALTH AND FOOD PROTECTION PROGRAM P.O. BOX 369, TRENTON, NJ 08625-0369 609-826-4935				  	
				<h1>REPORT OF INSPECTION</h1>	
				Assignment No <b>12787</b>	
Camp ID <b>#62</b>	Category <b>YOUTH CAMP</b>	Activity Type <b>AUDIT</b>		Evaluation <b>SATISFACTORY</b>	
Owner <b>William Ellwanger</b>		Camp Name <b>Camp Haluwasa</b>		Email Address <b>haluwasa@haluwasa.org</b>	
Street Address <b>377 S. Ehrke Road</b>		City <b>Winslow</b>	Zip Code <b>08037</b>	County <b>Camden</b>	Telephone No <b>609-561-3081</b>
Mailing Address <b>377 S. Ehrke Road Winslow, NJ 08037</b>		Changes		Previous Information	
Camp Director <b>Kate Dulevy</b>		Health Director <b>Jillian Schleuter</b>		Food Vendor <b>US Foods</b>	
Name of Inspecting Official <b>Denise Gerle</b>			REHS # <b>B-158692</b>	Reinspection on or after	

<b>TIME/ACTIVITY REPORT (1-TRAVEL, 2-INSPECTION, 3-ADMINISTRATION, 4-PERSONAL) TOTAL HOURS: 2.00</b>								+	-
DATE	CODE	BEGIN	END	CODE	BEGIN	END	CODE	BEGIN	END
08/12/2019	1	12:30	01:30	2	01:40	02:40			

#	Observ.	Severity	Type
<b>ADMINISTRATIVE</b>			
<b>1</b>	<b>Does the youth camp maintain an active and non-transferrable license to operate?</b>		<b>IN</b>
	2.2(c)	Applicant submits filing fee of \$50/day camp and \$100/resident camp	IN
	2.3(c)	Certificate of approval is non-transferable	IN
<b>2</b>	<b>Does the youth camp maintain liability insurance?</b>		<b>IN</b>
	2.5	Camp shall obtain liability insurance in an amount consistent with expected risks	IN
<b>3</b>	<b>Does the camp maintain written policies and procedures explicitly prohibiting actions of corporal punishment against a child under care?</b>		<b>IN</b>
	3.1(a)	Camp director states in writing the camp's policies and procedures for discipline of campers	IN
	3.1(a)1	youth camp staff and campers prohibited from taking means of corporal punishment toward children	IN
<b>4</b>	<b>Are staff members trained to recognize and immediately report allegations of child abuse and neglect to the Department of Children and Families Child Abuse Hotline 1-877-652-2873?</b>		<b>IN</b>
	3.1(c)	Camp staff with reason to believe a camper is being abused shall immediately report child abuse to Dept. of Children and Families hotline at 1-877-652-2873	IN
	3.2(d)2	Staff provided training on issues related to child abuse and neglect, responsibilities, reporting, recognition and observation of campers.	IN
<b>STAFF</b>			
<b>5</b>	<b>Does the youth camp participate in the Division of Family Development (DFD) Child Care Subsidy Program? If No, skip to question 7</b>		<b>NO</b>
<b>6</b>	<b>Are comprehensive criminal history background checks conducted in the 5 critical areas outlined below for all current and prospective adult (&gt;18 yr. old) staff?</b>		<b>IN</b>
	<a href="#">A Federal Bureau of Investigation (FBI) criminal history check.</a>		-----
	National Sex Offender Registry (NSOR) check.		-----
	State criminal history registry or repository check.		YES

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	State sex offender registry or repository check.	YES		
	State child abuse and neglect registry and database checks	YES		
<b>7</b>	<b>Are criminal history background checks conducted on all adult (&gt;18 yr. old) staff members through the New Jersey State Police or recognized equivalent?</b>			<b>IN</b>
	3.2(f)	PIC must verify that each staff member has a background free of conduct that bears adversely upon his or her ability to provide for the safety and well-being	IN	
	3.2(g)	The PIC shall determine if each staff member's conduct, criminal or otherwise, disqualifies the person from employment	IN	
	3.2(e)	Develop and follow written procedures for the review of background of each staff member	IN	
	3.2(h)	The PIC shall conduct a review of prior employment history for each new staff member	IN	
	3.2(i)	The PIC shall conduct three (3) character reference checks for each new staff member by contacting references provided by the staff member that are not related to the staff member	IN	
	3.2(j)	The PIC shall conduct a criminal history check for each adult (>18 yr. old) staff member in accordance with 3.2(j)1,2	IN	
<b>8</b>	<b>Are notarized statements affirming no change in criminal history status maintained for continuously employed adult staff?</b>			<b>NA</b>
	3.2(k)2	Existing staff that has not had a lapse in employment greater than continuous 12-months period, shall complete a notarized statement, annually, indicating whether or not there was a change to his or her criminal history status	NA	
<b>9</b>	<b>Has the camp director conducted the annual sex offender registry check for each staff member?</b>			<b>IN</b>
	3.2(l)	PIC shall complete a sex offender registry for each staff member annually	IN	
<b>10</b>	<b>Does the camp director meet the following job qualifications requirements: is at least 21 years of age, have at least 2 seasons of admin. exp. &amp; 9 mo. exp. in a youth program OR at least 1 yr. teaching exp.?</b>			<b>IN</b>
	3.2(a)	Each camp staff shall employ a camp director that is at least 21 years of age	IN	
<b>11</b>	<b>Are high risk activities conducted by a qualified activity specialist?</b>			<b>IN</b>
	3.2(n)	high risk activities shall be conducted by a qualified adult (>18 yr. old) activity specialist	IN	
<b>12</b>	<b>Does the day camp maintain, at all times, a health director that is an adult (&gt;18 yr. old) certified in Standard First Aid/Professional-level training or equivalent as listed in Appendix D?</b>			<b>IN</b>
	5.2(b)	PIC at day youth camp shall, at minimum, have on duty at all times a health director certified in standard first aid, OR has equivalent certification as listed in Appendix D	IN	
<b>13</b>	<b>Does the resident camp maintain at all times a health director who is an adult (&gt;18 yr. old) that is either a lic. NJ physician OR lic. NJ registered nurse (RN) OR Board Certified (BOC) athletic trainer OR an individual certified in advanced first aid/paramedic/EMT/CIM first responder?</b>			<b>IN</b>
	5.2(a)	At all resident youth camps, the PIC shall ensure that a health director is on duty at all times who is an adult (>18 yr. old) and meets N.J.A.C 8:25-5.2(a)1-4	IN	
<b>POLICIES AND PROCEDURES</b>				
<b>14</b>	<b>Has the camp director developed written policies and procedures for the review of background checks, staff duties and training and camper discipline?</b>			<b>IN</b>
	3.2(b)	camp director develop written personnel policies and procedures	IN	

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	3.2(c)	camp director shall conduct and document preseason orientation and training for staff	IN	
	3.2(b)1	camp director shall inform camp staff of policies and procedures and of their specific job duties by means of written job descriptions	IN	
	3.2(d)	Training components shall cover personnel policies and practices; job descriptions, and disciplinary policies	IN	
<b>15</b>	<b>Has the camp director/health director developed written medical policies and procedures for first aid, illness and injury control, health surveillance, and administration of non prescription drugs?</b>			<b>IN</b>
	5.1(d)	written outline of daily procedure for health surveillance of campers and staff	IN	
	3.2(d)	Training components shall cover basics of first aid, infection control and hand washing	IN	
<b>16</b>	<b>Has the camp director developed written policies and procedures in the event of emergency disaster, building/site and bus evacuation, natural disaster, fire drills and lost camper?</b>			<b>IN</b>
	6.1	Established written emergency policies and procedures for evacuation, fires, natural disasters, serious accidents, illness/injury, and lost camper	IN	
	3.2(d)	Training components shall cover emergency procedures; daily health surveillance; lost camper policies; & lost swimmer policies	IN	
<b>SUPERVISION RATIOS</b>				
<b>17</b>	<b>Are the following staff-to-camper ratios maintained? * (Age 5-17= 1 adult (&gt;18 yr. old): 1 counselor (≥ 16 yr. old) : 20 campers; Age 2.5-4= 1 adult:1 counselor: 14 campers; Age 2.5 and younger=1 adult : 1 counselor : 8 campers)</b>			<b>IN</b>
	3.2(o)	campers 5-17	IN	
	3.2(p)	campers 2 1/2-4	NA	
	3.2(q)	campers < 2 1/2	NA	
<b>18</b>	<b>At camps where the amount of campers exceeds fifty (50) children, the camp director is not the health director and is not included as a part of the required staff ratio?</b>			<b>IN</b>
	3.2(s)	Camp director shall not be included in the required staff ratios in camps serving more than 50 children	IN	
	5.2(d)	camp director can not be health director or have responsibilities in a high risk activity ongoing at the same time as performing health director duties at camps serving over 50 children	IN	
<b>HIGH-RISK ACTIVITIES CONDUCTED AT THE CAMP</b> <input checked="" type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>				
<input type="checkbox"/> Archery <input type="checkbox"/> Boating/Canoeing <input type="checkbox"/> DCA-regulated activity:		<input type="checkbox"/> Horseback riding <input type="checkbox"/> Rock climbing <input type="checkbox"/> Rope course		<input checked="" type="checkbox"/> Swimming Other:
<b>HEALTH CENTER</b>				
First Aid training provided by: American Red Cross				
Professional CPR training provided by: American Red Cross				
<b>19</b>	<b>Health director has established medical program that maintains written documentation of emergency medical transport, parental consent for medical treatment, and health surveillance of campers and staff?</b>			<b>IN</b>
	5.1(a)	Camp director shall ensure that the youth camp establishes a medical program	IN	
	5.1(b)	PIC shall make arrangements with the local Emergency Medical Service or ambulance squad, documented in writing, for medical transport to the nearest hospital to treat those with serious injuries/illness	IN	

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	5.1(d)	The health director shall develop a written outline of daily procedures for health surveillance of campers and staff.	IN	
	5.1(b)1	Health director should maintain on-site written parental consent for emergency treatment and provide a copy of that consent to accompany children on off-site trips	IN	
<b>20</b>	<b>Does the health director maintain a health log book to document injuries and illness and report serious (death, head neck and spinal cord or an injury that renders a camper unconscious) events to the Youth Camp Project within twenty-four (24) hours?</b>			<b>IN</b>
	5.1(c)	The health director shall maintain at the health center, a bound medical log book, listing the date, name of patient, ailment, treatment and the name of the person who administered the treatment.	IN	
	5.1(e)	The camp director shall report all serious injuries to the Department's youth camp program within 24 hours	IN	
<b>21</b>	<b>Does the camp maintain and submit the written 'Annual Accident Report Form' (CB-15)? (Inform operator: forms should may be submitted online to youthcamps@doh.nj.gov or by mail Youth Camp Project, PO Box 369, Trenton, NJ 08625)</b>			<b>IN</b>
	5.1(f)	Annual accident report form submitted on or before September 15 of the operating year	IN	
<b>22</b>	<b>Does the camp inform parents or guardians of camp policy against the administration of medications? (Inspector Notes: Only applicable in cases where camp does not administer medication)</b>			<b>IN</b>
	5.3(h)	The camp director or health director shall inform the parent or guardian prior to the time of enrollment I their youth camp does not administer medication	IN	
<b>23</b>	<b>Where a camp administers prescription meds or any other non-emergency treatment: Are the instructions for medication administration provided by the parent/doctor? Is the medication properly stored? Is the medication administration record maintained? (child's name, time and initials of the person administering the medication)</b>			<b>IN</b>
	5.3(a)	The health director or adult designee shall administer prescription medication only after receipt of written authorization from the camper's parent, guardian, prescriber, or in accordance with the camp's treatment procedures	IN	
	5.3(b)	written medical policies and procedures on treatment of illness/injury and administration of medication	IN	
	5.3(c)	Medications labeled and stored properly (refrigeration if necessary)	IN	
	5.3(e)	camper who is administered medication recorded as appropriate	IN	
	5.3(g)	health director return or destroy any unused medication	IN	
<b>24</b>	<b>First aid supplies are available (Appendix E), stocked and appropriate for activities?</b>			<b>IN</b>
	5.4	Health director shall maintain the minimum first aid supplies as listed in Appendix E	IN	
<b>25</b>	<b>A written health history of physical conditions including allergies are submitted and maintained for each camper and staff member?</b>			<b>IN</b>
	5.5(a)	Parent or guardian shall submit a written health history for camper, at the time of admission, for review by camp PIC	IN	
	5.5(b)	All camp staff shall submit a written health history for camper, at the time of admission, for review by camp PIC	IN	
<b>26</b>	<b>Campers' immunization records are documented?</b>			<b>OUT</b>
	5.5(d)	Campers shall be immunized with age appropriate vaccinations for child care, preschool or school attendance(N.J.A.C.8:57-4)	OUT	
	5.5(e)	Camp shall adhere to requirements of immunization exemptions (N.J.A.C. 8:57-4.3(a) and (b)	OUT	

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	5.5(f) Camp shall adhere to requirements of immunization religious exemptions (N.J.A.C. 8:57-4.4(a))	OUT		
<b>27</b>	<b>Health center is designated and maintained for the isolation and treatment of sick and injured members of the camp community?</b>			<b>IN</b>
	4.2(f) Infirmary/health center established and maintained for the temporary isolation and treatment of ill/injured members of the camp community in accordance with N.J.A.C. 8:25-4.2(f)1-5	IN		
<b>FOOD &amp; WATER</b>				
<b>28</b>	<b>Are reasonable measures taken to ensure that the youth camp conforms to N.J.A.C. 8:24 with respect to foods and food service?</b>			<b>IN</b>
	7.1 Food preparation and storage practices are in line with N.J.A.C. 8:24	IN		
<b>29</b>	<b>Potable water supply is available on site and testing (when required) is documented?</b>			<b>IN</b>
	7.2 Potable water	IN		
	7.3 Water sampling	IN		
<b>PHYSICAL PLANT &amp; ENVIRONMENT</b>				
<b>30</b>	<b>Youth camp is provided in a location that protects campers from hazardous areas (ex. roadways, cliffs), and does not present a fire, health or safety hazard?</b>			<b>IN</b>
	4.1 Site	IN		
	13.4(b) Animal manure not allowed to remain for more than 24 hours wherever farm and/or domestic animals are kept	IN		
	13.4(a) Living quarters, food prep and mess halls shall not be located within 100 feet of housing for horses or other farm animals	IN		
<b>31</b>	<b>Certificate of Occupancy (CO), verifying compliance with local building, zoning and health codes, has been obtained is available for review?</b>			<b>IN</b>
	4.2(a) Compliance with local building, zoning and health codes	IN		
	4.2(b) Sleeping quarters separated per uniform construction code	IN		
<b>32</b>	<b>Mosquito and insect/vermin control measure are implemented as appropriate to the site location?</b>			<b>IN</b>
	4.2(e) Camp director shall ensure that each window is screened to restrict access of entry by insects and or vermin	IN		
<b>33</b>	<b>Maintenance of buildings, facilities and equipment is appropriate and solid waste is removed as not to create harborage areas for vermin?</b>			<b>IN</b>
	12.1 Collection, storage and disposal of solid waste	IN		
	13.1 Maintenance of camp buildings, equipment and facilities	IN		
<b>SAFETY/EMERGENCY</b>				
<b>34</b>	<b>Camp director informs each staff of their appropriate duties in the case of emergency, conducts weekly emergency drills and posts emergency contact phone numbers conspicuously in the main office, health center and waterfront areas?</b>			<b>IN</b>
	6.1(a) PIC shall ensure written emergency procedures address at minimum evacuation of the camp, fires, natural disasters, serious accidents, illness/injury and lost campers	IN		
	6.1(b) Camp director shall conduct fire and emergency drills at least once each camp period or every two (2) weeks, whichever is more frequent	IN		
	6.1(c) Camp director shall ensure that a list of emergency phone numbers is provided and posted at minimum at the health center, waterfront area and main office	IN		

#		Observ.	Severity	Type
	8.2(d)	camp director shall ensure youth camp perform emergency evacuation for Type I & II school buses at least once per session or monthly	IN	
<b>35</b>	<b>Fire extinguishers are inspected, accessible and appropriate?</b>			<b>IN</b>
	6.3	Fire equipment available, inspected and serviced	IN	
	6.4	Fire safety prevention regarding retardent tents and availability smoke detectors	IN	
<b>36</b>	<b>Hazardous substances are used appropriately and stored out of the reach of campers?</b>			<b>IN</b>
	6.2	Storage and handling of flammable liquids and hazardous substances conforms with requirements of UCC N.J.A.C. 5:23	IN	
<b>TRANSPORTATION</b>				
Name of the contractor: Owned 15 Passenger Van				
<b>37</b>	<b>Does the camp director ensure that transportation, provided for campers, and related documentation is current, safe, maintained, inspected and properly insured?</b>			<b>IN</b>
	8.1	PIC shall ensure that transportation provided to campers conforms to requirements of Motor Vehicles and Traffic Regulation, N.J.A.C. 13:21	IN	
	8.3	Vehicle insurance	IN	
<b>38</b>	<b>Does the camp maintain adequate and complete staff-camper ratios(1 adult staff:10 campers), documentation of transportation routes, roster of campers being transported, name and address of the driver, copy of driver license/or transport contractor information?</b>			<b>IN</b>
	8.4(a)1-5	maintain records of transport routes, campers being transported, named and address of driver, photocopy of DL, name and address of contract service provider	IN	
	8.4(b)	Drivers license possess valid "P"-passenger or "S"-school bus endorsement and copy maintained on file	NA	
	8.2(a)7	In addition to the driver, at least 1 adult conselor shall be present for every 10 campers of portion thereof being transported in any one vehicle to and from off-site trips ( <i>See written rule for detailed description</i> )	IN	
	8.4(c)	Name and address of person(s) designated as an additional adult(s) to whom each camper may be released	IN	
<b>39</b>	<b>Does the camp maintain adequate documentation of camper transportation emergency evacuation drills which detail the date, number of passengers, time taken to evacuate and a signature of the person conducting the drill?</b>			<b>IN</b>
	8.4(d)	Camp director maintains on file documentation of emergency evacuation drills for Type I & II school buses.	IN	
<b>WATERFRONT SAFETY</b>				
Lifeguard training provided by: American Red Cross				
Off-site swimming conducted at: N/A				
<b>40</b>	<b>Does the camp director ensure that swimming and bathing activities are only conducted at Public Recreational Bathing Facilities N.J.A.C. 8:26 inspected by the local health authority?</b>			<b>IN</b>
	9.1(a)	youth camps shall ensure swimming and bathing beaches conform to all municipal, state and PRB (N.J.A.C. 8:26) rules	IN	
<b>41</b>	<b>Has the camp director developed written policies and procedures for monitoring campers during off-site swimming activities?</b>			<b>NA</b>
	9.1(g)	The camp director shall ensure that the youth camp maintains written policies and procedures for deliniating the youth camp's responsibilities during off-site swimming activities.	NA	

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42	<b>Are on-site swimming activities conducted?</b> <i>Note: If the answer to this question is NO skip to the CCDF Assessment questions which begin at # 46</i>				YES
43	<b>Are on-site swimming activities conducted by a certified lifeguard and is documentation maintained on file? (Notes: lifeguard supervisors (LS) (&gt;18) and lifeguards(LG) (≥16) )</b>				IN
	9.2(a)	lifeguards shall be certified as lifeguards by a certification agency approved by the Dept.		IN	
44	<b>Are on-site swimming lifeguard to bather ratios properly maintained? (1 LS:1 LG: &lt;30 campers; 1LG:2 adults:&lt;20 campers for pools (See regulation for detailed description))</b>				IN
	9.2(c)	A lifeguard supervisor and one lifeguard shall be on duty, during non-instructional swimming, when there are 30 or fewer campers in the water.		IN	
	9.2(c)	One lifeguard and two adults or one adult lifeguard and two counselors shall be on duty, during instructional swimming, when there are 30 or fewer campers in the water.		IN	
	9.2(e)	One lifeguard with the assistance of two adults, for each 20 or fewer campers who are in the water, shall supervise swimming pools having a maximum depth of 36' (3 ft.) and having a maximum swimming area of 500 square feet.		IN	
45	<b>Are on-site watercraft activities conducted whereby a personal flotation device is available for each watercraft occupant and activities appropriately monitored on water and land?</b>				IN
	9.4(b)	Type I, II, III, IV flotation device provided, maintained, appropriate size for each staff and camper occupant of a watercraft		IN	
	9.4(c)	Lifeguard in lifeboat or in rescue craft assisted by adult observing from shore vantagepoint for supervision of boating activities on lakes, tidal waters and ponds		IN	
46	<b>Has staff with supervisory responsibilities for children completed the Division of Family Development's pre-service health and safety trainings as required?</b>				OUT
47	<b>Does your youth camp provide care to children under the age of 2 1/2?</b>				NO
48	<b>Is your facility licensed with the Office of Licensing (OOL) to care for children under 2 1/2 years of age?</b>				NA
	Remarks	<b>Facility is no longer accepting DFD Funding due to non payment issues. Facility does not require immunization records. They will begin next year.</b>			
Name of Inspecting Official			Name of the Person Receiving Copy of Report		
Denise Gerle			Lorie Nilson		