

Dear Youth Camp Applicant/Provider:

The regulations that govern licensed Youth Camps, 19a-423-3 to 19a-428-7, inclusive, require the licensee develop and implement certain policies, plans and procedures. Such policies, plans and procedures include specified components as outlined in the regulations. The bulleted components within the following sample policies, plans and procedures contain the minimum requirements of what must be included as specified in the regulations. Also included are samples (indicated with an * below) that you may find helpful but are not required. These samples are a guide to help you develop your own policies, plans and procedures specific to your program and include the following policies:

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IMPORTANT

DO NOT SUBMIT the program's policies, plans and procedures to the OEC. It is required that they be maintained on site at the facility for OEC review and that the program only notify OEC if any changes are made. Any policy you create for your program must be adhered to at all times.

These are Sample Policies only. They are to be used as a guide to assist programs in the development of their programs polices. You are free to adopt any and all of these Sample Policies. All policies, plans and procedures should be developed according to the requirements as outlined in the regulations and reviewed annually and as needed by program staff and consultants.

BEHAVIOR MANAGEMENT POLICY Sec. 19a-422.

- The use of positive guidance and reinforcement
- Redirection
- Setting clear limits
- Continuous supervision by youth camp staff during any disciplinary action
- Specifically prohibiting abusive, neglectful, corporal, humiliating, or frightening punishment
- Prohibiting physical restraint, unless such restraint is necessary to protect the health and safety of the child or other people

Sample Discipline Policy

The goal of discipline is to help the child develop self-control and move toward appropriate social behavior. Examples of developmentally appropriate methods utilized for resolving conflict are:

✓ Positive guidance

When disputes arise between a camper and another camper or a camper and youth camp staff, the youth camp staff will encourage a “talking out” process where the goal is to acknowledge feelings and find solutions using the camper’s ideas for resolution wherever possible.

✓ Setting clear limits

Youth camp staff will encourage and model positive behavior, positive reinforcement, the use of peer support and clearly defined rules.

✓ Redirection

A camper who may be aggressive or who is disruptive or destructive of other camper’s work may be asked to make an activity choice in another area.

Youth camp staff will continuously supervise campers during disciplinary actions.

Youth camp staff shall not be abusive, neglectful, or use corporal, humiliating or frightening punishment under any circumstances. No camper will be physically restrained unless it is necessary to protect the safety or health of the camper or others, using the least restrictive methods, as appropriate.

CHILD ABUSE AND NEGLECT POLICIES & PROCEDURES Sec. 19a-422.

Implementation of child abuse and neglect policies and procedures is a necessary component of child abuse and neglect prevention strategies in a program or facility that serves people under the age of eighteen. Child abuse and neglect policies and procedures should include (but are not limited to) the following:

- A statement that the youth camp has a responsibility to prevent child abuse and neglect of campers enrolled in the program or facility.
- Definitions of child abuse and neglect (refer to Connecticut General Statutes, Section 46b-120.)
- Reporting Requirements (refer to Connecticut General Statutes, Sections 17a-101, 17a-101a, 17a-101b, 17a-101c, and 17a-101d.)
- The Department of Children and Families Careline telephone number to call for reporting abuse or neglect is (1-800-842-2288.)
- Youth camp staff responsibilities should they witness, or become aware of, abuse or neglect of a camper enrolled in the program or facility. Youth camp staff observed signs of abuse that did not occur at camp.
- Administrative actions (which support zero tolerance for abuse and neglect) to be implemented should there be an allegation that a youth camp staff member abused or neglected a camper.
- Information that youth camp staff are protected by law (refer to Connecticut General Statutes, Section 17a-101e) from discrimination or retaliation for reporting abuse or neglect.
- Youth camp staff training in (at a minimum) the facility's abuse and neglect policy, prevention and detection of child abuse and neglect, and reporting requirements as a mandated reporter.
- Documentation requirements and records to be maintained.
- Provisions for informing parents of the facility's abuse and neglect policy and procedures.

Sample Abuse and Neglect Policy

Youth camp staff have a responsibility to prevent child abuse and neglect of any campers involved in our youth camp.

1. Definition:

Child Abuse includes:

- Any non-accidental physical or mental injury (i.e. shaking, beating, burning)
- Any form of sexual abuse (i.e. sexual exploitation)
- Neglect of a child (i.e. failure to provide food, clothing, shelter, education, mental care, appropriate supervision)
- Emotional abuse (i.e. excessive belittling, berating, or teasing which impairs the child's psychological growth)
- At risk behavior (i.e. placing a child in a situation which might endanger him by abuse or neglect).

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Child Abuse is defined as:

A child who has had

- Non-accidental physical injuries inflicted upon him
- Injuries which are at variance with the history given of them
- Is in a condition, which is the result of maltreatment, such as, but not limited to, malnutrition, sexual exploitation, and deprivation of necessities, emotional maltreatment or cruel punishment.

Child neglect is defined as:

A child who has been:

- Abandoned
- Denied proper care and attention physically, educationally, emotionally or morally
- Allowed to live under circumstances, conditions or associations injurious to his well-being (CT statutes 46b-120)

2. Youth camp staff responsibilities:

As childcare providers we are mandated by law to report **any suspicion** that a child is being abused, neglected or at risk.

3. Specifics on reporting a suspected case of abuse or neglect

- Call the Department of Children and Families (open 24 hours a day) at 1-800-842-2288.
- The reporter's name is required but may be kept confidential.

Information needed:

- Name of child/Date of birth
- Address of child
- Phone number of child
- Name of parents or guardians
- Address of parents or guardians
- Phone number of parents or guardians
- Relevant information such as: physical or behavioral indicators, nature and extent of injury, maltreatment or neglect
- Exact description of what the reporter has observed
- Time and date of incident
- Information about previous injuries, if any
- Circumstances under which reporter learned of abuse

- Name of any person suspected of causing injury
- Any information reporter believes would be helpful
- Any action taken to help or treat the child
- Seek medical attention for the child – if needed

Mandated reporters must report orally to DCF or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected. Within 48 hours of making the report, the mandated reporter must submit a written report (DCF – 136) to DCF.

Youth camp staff are protected by law from discrimination or retaliation for reporting suspected abuse or neglect (CT General Statutes, Section 17a-101e).

All phone calls to DCF shall be documented and kept on file at the Center. A copy of all statements from staff and the DCF-136 shall also be kept on file.

4. The management of this program supports a zero tolerance for abuse and neglect and will implement immediate action should there be an allegation that a staff member abused or neglected a child.

The administration will protect the child, including immediate notification of a parent or guardian, once there is an allegation of abuse or neglect of a child in our program.

Any youth camp staff member accused of abuse or neglect may be immediately removed from his or her position until DCF's investigation is completed. Based on whether the allegations were substantiated or not, the employee would either be dismissed from his/her position or allowed to return to work.

5. Staff Training:

Youth camp staff will be required to attend training focusing on the steps for reporting suspected abuse and neglect and the role of a mandated reporter. All new youth camp staff will be trained in these procedures prior to their start in the youth camp.

6. Provisions for informing families of abuse and neglect policy:
A copy of this policy will be included in our parent information packet, and each family will be given a copy upon enrollment. A copy of this policy will also be posted on the parent board.

When an accusation of abuse or neglect by a youth camp staff member is made, the Director must immediately inform the parents or guardians that a report has been made to DCF. Health care officials may need to talk to a camper's parents to access the cause of the camper's injuries and offer support and guidance.

EMERGENCY PLANS 19a-428-2(r)

Required components include, but are not limited to, fire, a medical incident, a weather-related incident, a man-made disaster, natural disasters or acts of terrorism. The plan shall address the assignment of staff responsibilities, identification of means of egress, identification of evacuation sites that will provide safe temporary care for children, transportation, plans for shelter in place if evacuation is not feasible, lock-down procedures, and accommodations for children with disabilities and chronic medical conditions that have been developed in consultation with the child's parent(s). All staff shall be trained on the details of the plan and a copy shall be maintained on-site and available to all staff.

Medical:

- Procedures for emergencies
- Procedures for accident or illness
- Designation of a licensed physician or hospital emergency service to be available
- Transportation to medical services
- Notification of parents

Fire:

- Identification of means of egress
- Roles and responsibilities of staff
- Designated safe place for reconvening
- Notification of parents

Weather:

- Closings
- Safe location for children
- Resources available
- Notification of parents

Evacuation:

- Transportation
- Location of an alternate shelter
- Community resources
- Notification of parents
- Reunification of campers to family

Man-made disaster:

- Staff responsibilities
- Identification of evacuation sites
- Transportation
- Plans for shelter in place if evacuation is not feasible
- Accommodations for children with disabilities and chronic medical conditions

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Natural disasters:

- Staff responsibilities
- Identification of evacuation sites
- Transportation
- Accommodations for children with disabilities and chronic medical conditions
- Plans for shelter in place if evacuation is not feasible

Acts of terrorism:

- Staff responsibilities
- Identification of evacuation sites
- Transportation
- Lock down procedures
- Accommodations for children with disabilities and chronic medical conditions

Sample Emergency Plans

MEDICAL:

In case of a medical emergency, the director of first aid will attend to first aid as needed. Another staff member will notify the family of the camper. Attempts may be made to consult with the camper's physician/dentist. If neither is available, the program's camps physician or APRN may be contacted. For extreme emergencies, 911 will be called. An ambulance will take the camper and a staff member to the nearest hospital. The camper's emergency permission form will be brought with them. A staff member will notify the family or alternate pick-up person to meet the camper at the emergency room. Additional staff will be called in if necessary to maintain required ratios.

In the event a camper becomes ill while at the youth camp, parents will be notified and the camper will be moved to a designated area where the camper will be made comfortable. A staff person will remain with the camper at all times.

FIRE:

1) In the event of a fire, evacuation from the building will be through the closest fire exit. Staff will be responsible for supervising the campers under their care and leading them to the fire exit. Immediately, the group will walk to (the designated area) safely away from the building, and line up to take a name to face attendance. The Youth Camp Director or Alternate Camp Director will be responsible for taking (the sign-in and out sheets or make available the computer access to such documentation), cell phone and emergency files with them. Should it not be possible to return to the building, staff will walk the campers (to the alternate shelter). Parents will be notified.

2) In the event a fire pit gets out of control. Move the campers to safety, stop adding fuel to the fire, Let the fire burn down on its own, Douse the remaining fire with water or sand.

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WEATHER:

During hazardous weather emergencies, the youth camp will notify parents via (radio station, television announcements on channels, telephone, text or email) to pick up their campers due to early closing. Ratios will be maintained at all times and the youth camp director and the director of first aid will remain on the premises with the campers until all are picked up.

In the event of other serious weather emergencies, such as tornadoes or hurricanes, staff and campers will remain indoors away from windows and doors. First aid staff will be on hand to administer first aid, as needed, until emergency personnel can arrive. Parents will be notified after the immediate danger has passed.

EVACUATION:

In the event that the facility must evacuate, the campers will be (mode of transportation) to the (nearest designated evacuation area). Advanced contact has been made with the town's Civil Preparedness Unit/Emergency Management Director, adding the Youth Camp to their list for emergencies. Parents will also be notified to pick up their campers. Ratios will be maintained at all times and the youth camp director and director of first aid will remain with the campers until all campers are picked up.

Natural Disasters

(ie. Hurricane, Tornado, Fire, Etc.)

Severe Weather

Signal: Use of a device to signal all staff

Gathering Place: A specified location

Thunderstorms or Very Bad Rain: All staff will get their campers together and take a head count to make sure everyone is present. Make plan for anyone away from the main camp ground.

Tornados: All campers report to a safe place. Stay away from all windows and doors.

Hurricanes: All campers report to a safe place. Stay away from all windows and doors.

Flooding: Move all campers to higher ground.

Fire: Move all campers to a safe area

- ★ Call 911
- ★ Keep Phone lines open for emergencies
- ★ Determine if evacuation is needed (Follow your Evacuation Procedures)

Emergency Distribution of Potassium Iodide
(applicable to programs within a ten-mile radius of Millstone)

Our program (name of camp) is a licensed youth camp located within a ten (10) mile radius of the Millstone Power Station in Waterford. During a public health emergency declared by the Governor pursuant to section 19a-131a of the Connecticut General Statutes and if authorized by the Commissioner of Public Health via the emergency alert system or other communication system, we will follow our approved emergency plan. (Insert approved plan here).

Youth camps must designate program staff members, eighteen years of age or older, to distribute and administer potassium iodide and shall instruct them in the administration of potassium iodide provided prior consent to do so has been obtained from the camper's parent.

[KI-Permission-form-and-fact-sheet.pdf](#)

HELPFUL RESOURCES <https://training.fema.gov/is/courseoverview.aspx?code=IS-36>
[http://www.ct.gov/oec/lib/oec/early childhood emergency response plan.pdf](http://www.ct.gov/oec/lib/oec/early_childhood_emergency_response_plan.pdf)

SUPERVISION OF CHILDREN 19a-428-2(1)

Required components:

- Ratio of staff to campers
- Indoor and outdoor and on excursions supervision
- Bathroom areas
- Transitioning from one activity to another

Sample Supervision Policy

In a **residential camp** the staff to camper ratio is 1 staff for every 6 children under the age of eight years of age and 1 staff to 8 campers eight years of age or older

In a **day camp** the staff to camper ratio is 1 staff for every 9 children under the age of six and 1 staff for every 12 children over the age of six years old.

Campers must be supervised by sight and sound at all times including mealtime, activities, sleeping and during camp transportation. Staff shall position themselves to see each camper. When there is a mixed age group, the lower required ratio for the age of the youngest camper shall prevail.

NO CAMPER SHOULD BE LEFT ALONE FOR ANY PERIOD OF TIME.

Field Trips - Staff/camper ratios will be maintained while outside of the building or on field trips. All campers must have signed permission slips prior to leaving the camp premises.

Bathrooms - Staff must supervise campers while they are using the bathrooms.

Transportation to/from camp - All campers will be supervised by sight and sound while getting on and off any mode of transportation or while being transported.

Playground/Outdoors/Fields - It will be the responsibility of all staff to ensure the safety of campers on the playgrounds, fields and camp premises. Supervision of children will include the following:

- A head count will be taken before leaving the building, classroom or any place on the camp premises.
- Campers will be escorted by the staff to their designated areas.
- Staff will encourage and demonstrate proper equipment usage and play.
- Staff will circulate throughout the areas, supervising and interacting with the campers in a positive manner. Staff will coordinate positions so that all play activities and equipment is supervised.
- A head count will be taken before re-entering the building.
- Staff may not leave campers unattended or out of state-permitted ratios.
- Campers should be accompanied by youth camp staff if leaving the area where the rest of the group is playing.

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LATE PICK UP POLICY

(When a camper is not picked up as planned at a Day Camp)

Required components:

- Two youth camp staff, the Director/Alternate Director and the Director of First Aid.
- Time frames (for when the policy will be implemented)
- Parents or emergency contacts
- Alternate pick-up person contact
- Notification of police department

Sample Late Pick Up Policy

Two staff members, which must include, at a minimum, the Youth Camp Director/Alternate Director and the Director of First Aid, will remain at the program with the camper at all times. If the camper has not been picked up within (time frame) of the camper's scheduled pick up time, a youth camp staff person will attempt to call the camper's parents/guardians using the numbers provided. If they cannot be reached, the youth camp staff person will attempt to call the emergency and authorized, alternate adults provided by the parent/ guardians at the time of enrollment. The police will be called after (time frame) if parents or other adults specified on the permission to release forms cannot be reached. At that time the camper may be released to the police. The non-emergency number for our local police department is (include number here).

ADMINISTRATION OF MEDICATION 19a-428-6

Required Components:

- Types of medications that shall be administered
- Parental responsibilities
- Staff responsibilities
- Proper storage of medications
- Record keeping

Sample Administration of Medications Policy (Example 1)

The youth camp will only administer emergency medications which include prescribed inhalers and premeasured commercially prepared injectable medication (i.e. Epi-pens, Auvi-Q, etc.), non- prescription topical medication and EMERGENCY oral medications (i.e. Benadryl). The parental responsibilities include providing the youth camp the proper medication authorization form, and the medication. The medication administration form must be signed by the authorized prescriber and parent/guardian giving the youth camp authorization to administer the medication. This form is available at the youth camp.

The medication authorization form must include information, such as:

- The child's name, address, and birthdate
- The date the medication order was written
- Medication name, dose and method of administration
- Time to be administered and dates to start and end the medication
- Relevant side effects and prescribers plan for management should they occur
- Notation whether the medication is a controlled drug
- Listing of allergies, if any and reactions or negative interactions with foods or drugs
- Specific instructions from prescriber how medication is to be given
- Name, address, telephone number and signature of authorized prescriber ordering the drug
- Name, address, telephone number, signature and relationship to the child of the parents giving permission for the administration of the drug by a staff member.

Please note that there are many variations of the medication administration form that medical providers have access to. It is the parent's responsibility to ensure the medication administration form clearly states that it is for licensed youth camp. Please understand that your camper may not be able to attend the youth camp if he/she does not have the proper authorization.

All medications must be in their original child resistant safety container and clearly labeled with child's name, name of prescription, date of prescription, and directions for use. Except for premeasured commercially prepared injectable medications (i.e. Epi-pens), glucagon, seizure medications and asthma inhalant medications, all medications will be stored in a locked container and, if directed by a manufacturer, refrigerated. Controlled medications will be stored in accordance with 21a-262-10 of the Regulations of Connecticut State Agencies (RCSA). Non-prescription topical medications will be stored away from food and inaccessible to children.

Youth camp staff responsibilities include, but are not limited to, ensuring the medication administration form is complete and that the medication being received matches the medication orders and stored as directed.

The youth camp staff will keep accurate documentation of all medications administered. Included, but not limited in the documentation are:

- Name, address and DOB of the child
- Name of the medication and dosage
- Pharmacy name and prescription number
- Name of authorized prescriber
- The date & time the medication was administered
- The dose that was administered
- The level of cooperation of the child
- Any medications errors
- Food and medication allergies
- Signature of the staff administering
- Any comments

Staff are trained in the administration of medication by a physician, physician assistant, APRN, RN, or registered pharmacist and renewed every three years. Training for premeasured commercially prepared injectable medications is renewed each year. At no time is an untrained staff allowed to administer medications.

All unused or expired medication shall be returned to the parent/ guardian or disposed of if it is not picked up within one week following the termination of the order or the camper has left the camp, in the presence of at least one witness. The youth camp shall keep a written record of the medications destroyed and shall be signed by both parties.

Sample Administration of Medications Policy (Example 2)

This youth camp administers medications. (Follow policy requirements in example 1)

Sample Administration of Medications Policy (Example 3)

This youth camp does not administer any medications.

MONITORING OF DIABETES POLICY 19a-428-7

All Youth Camps at which designated staff members will be administering finger stick blood glucose tests or checking the continuous glucose monitoring system.

Required Components:

- Parental responsibilities
- Staff training and responsibilities
- Proper storage, maintenance and disposal of test materials and supplies
- Record keeping
- Reporting test results, incidents and emergencies to the camper's parents and the camper's physician, physician assistant, or advanced practice registered nurse
- Location where the tests occur that is respectful of the camper's privacy and safety needs

Sample Monitoring of Diabetes Policy

Prior to attending the Youth Camp, the parent(s) of a child with diabetes mellitus will meet with the staff person assigned to monitor diabetes to review the Youth Camp's Monitoring of Diabetes Policy and discuss how the individual needs of the camper will be met while at the Camp.

An individualized plan of care for the camper will be developed with the camper's parent(s) and health care provider and updated as necessary. The plan will include appropriate care of the camper to prevent and respond to a medical or other emergency and will be signed by the parent(s) and staff responsible for the care of the camper.

While the camper is in attendance at the youth camp, a staff person who has been trained in an approved First Aid course or equivalent and in the specific needs of the camper with diabetes will be on site.

At the time of enrollment, the camper's parent(s) will provide the necessary equipment and supplies to meet the camper's individualized needs. The glucose testing supplies and (necessary equipment and supplies) will be labeled with the camper's name and will remain inaccessible to other camper when not in use.

A signed agreement from the camper's parent(s) will be provided agreeing to check and maintain the child's equipment in accordance with the manufacturer's instructions, restock supplies, and removes material to be discarded from the facilities on a daily basis. All materials to be discarded will be kept locked in (location) until it is given to the camper's parent(s) for disposal.

The youth camp will keep the following records as part of the camper's medical record and will be updated annually or when there is any change in the information.

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A current written order signed and dated by the camper's physician, physician assistant or advanced practice registered nurse indicating:

- ✓ The camper's name.
- ✓ The diagnosis of diabetes mellitus
- ✓ The type of blood glucose monitoring test required
- ✓ The test schedule
- ✓ The target ranges for test results
- ✓ Specific actions to be taken and carbohydrates to be given when the test results fall outside specified ranges
- ✓ Diet requirements and restrictions
- ✓ Any requirements for monitoring the camper's recreational activities
- ✓ Conditions requiring immediate notification of the camper's parent(s), emergency contact, the child's physician, physician assistant, or advanced practice registered nurse

An authorization form signed by the camper's parent(s) which includes the following information

- ✓ The camper's name
- ✓ The parent(s) name
- ✓ The parent(s) address
- ✓ The parent(s) telephone numbers at home and work
- ✓ Two adult, emergency contact people including names, addresses, and telephone numbers
- ✓ The names of staff designated to administer finger stick blood glucose tests and provide care to the child during testing
- ✓ Additional comments relative to the care of the child, as needed
- ✓ The signature of the parent(s)
- ✓ The date the authorization is signed
- ✓ The name, address, and telephone number of the child's physician, physician assistant, or advanced practice registered nurse

The Youth Camp will notify the camper's parent(s) daily in writing using (insert form of communication) of the results of all blood glucose tests and any action taken based on the test results. Incidents and emergencies will be reported to the camper's parent(s) and the child's physician.

Blood glucose testing will be conducted (insert location) respecting the child's privacy and safety needs.

PET CARE PLAN

(Necessary only when pets are kept on the premises of the youth camp)

Required Components:

- Procedures for care and maintenance
- Access to the children
- Verification of required immunizations of the pet

Sample Pet Care Policy

Our pet rabbit is a friendly companion to our campers & staff. We feed her and change her water daily. We change the bedding in her cage every Friday morning. Campers shall handle the rabbit only when closely supervised by the staff. We obtain written permission from parents before campers are allowed to handle the rabbit. Campers and staff wash their hands with soap and water after handling her. If she should ever appear ill, we will make her inaccessible to the campers and call the veterinarian.

SAMPLE HANDWASHING POLICY

Staff shall wash their hands:

- ✓ After toileting or assisting a child using the toilet
- ✓ Before eating or handling food, or assisting children to eat
- ✓ After handling bodily fluids (saliva, nasal secretions, blood, vomit, etc.)
- ✓ After handling soiled items, such as garbage
- ✓ After handling animals/animal cages
- ✓ Whenever hands are visibly soiled

Children shall wash their hands:

- ✓ After toileting
- ✓ Before eating meals or snacks
- ✓ After blowing their nose, coughing, or sneezing
- ✓ After playground use/outdoor play
- ✓ After handling animals/animal cages or other dwelling
- ✓ Whenever hands are visibly soiled

Proper handwashing technique:

1. Wet the hands and apply a small amount of liquid soap to the hands
2. Rub hands together vigorously with soap and water for at least 20 seconds (about two rounds of the “Happy Birthday” song!)
3. Wash all surfaces of the hands, including the backs of the hands, palms, wrists, between fingers, and fingernails
4. Rinse hands thoroughly to remove the soap lather
5. Dry hands with a single use disposable towel
6. Turn the faucet off with the towel.

SWIMMING POLICY 19a-428-2(d)

- ✓ Non-swimmers must be identified prior to entering the water
- ✓ Staff/camper ratios must be established but must meet the minimum requirements at all times
- ✓ Twenty year old staff certified in CPR by the American Heart Association, the American Red Cross or the American Safety and Health Institute or equivalent
- ✓ Person who holds acceptable lifeguard certification is the designated Aquatics Director

Sample Swimming Policy

Campers will be supervised at all times when participating in swimming or wading, whether on site at the facility or on a field trip. There will be a staff member present directly supervising the group of campers who is at least 20 years old, who is certified in CPR by the AHA, ARC, ASHI or equivalent and who has completed acceptable lifeguard certification training.

If swimming takes place off site the camp must have written documentation that there is a person present who meets the qualifications of an aquatics director. If documentation is not available swimming should not take place.

All non-swimming children will be clearly identified by _____ that is visually and easily recognized by lifeguards and staff.

Hazardous Activities 19a-428-2(4)

Written policies and procedures governing each of the following activities, if provided at the camp: challenge course, firing range, archery range and horse back riding

All hazardous activities, including, but not limited to, archery, aquatics, horseback riding and firearms instruction, shall be supervised by a qualified activities specialist who has adequate experience and training in such activity. The licensee shall be responsible for developing all plans, policies and procedures required pursuant to sections 19a-428-3 to 19a-428-7, inclusive, of the Regulations of Connecticut State Agencies.

Sample (insert activity) Policy

- The youth camp shall have a director (Insert the hazardous activity here)
- Director meets the applicable age requirements
- Holds appropriate training and experience
- Youth Camp staff responsibilities
- Camper's responsibilities
- Procedure description
- Notification of parents
- Storage
- Instruction on safety