

# CAMPS IN LOS ANGELES COUNTY

## Guidance Document for Permits and Registration

This guide is intended to assist operators of camps for children understand and comply with Los Angeles County Health and Safety requirements.

### What is a “Camp”?

Camps are classified as follows:

<b>Organized Camp:</b>	Under state law, sites with program and facilities established for the primary purposes of providing an outdoor group living experience with social, spiritual, educational, or recreational objectives, <u>with four (4) or more overnight stays</u> during one or more seasons of the year are defined as an <i>Organized Camp</i> .
<b>Children’s Camp:</b>	In Los Angeles County, any camp operating in the <u>unincorporated areas of the county</u> is classified as a <i>Children’s Camp</i> if: <ol style="list-style-type: none"><li>1. The site has programs and facilities attended by 5 or more children ages 3-17;</li><li>2. The primary purpose is providing group experience with social, spiritual, educational, or recreational objectives; and</li><li>3. The site operates for over 3 hours per day for at least 5 days during any 12-month period.</li></ol> If the camp offers 2 or 3 overnight stays per season, then it is classified as a <b><i>Children’s Overnight Camp</i></b> .  If the camp offers no more than 1 overnight stay per season, then it is classified as a <b><i>Children’s Day Camp</i></b> .

### Do camps need a permit to operate?

Camps operating in Los Angeles County may need a ***Public Health Permit*** or a ***Public Health Registration***, depending on the camp type, location and camp duration.

<b>Public Health Permit:</b>	All <b><i>Organized Camps</i></b> operating <u>anywhere in Los Angeles County</u> are required to maintain a valid annual <i>Public Health Permit</i> .  All <b><i>Children’s Camps</i></b> in the <u>unincorporated areas</u> of Los Angeles County if they operate <u>more than four (4) weeks</u> in any 12-month period.
<b>Public Health Registration:</b>	Required for all <b><i>Children’s Camps</i></b> in the <u>unincorporated areas</u> of Los Angeles County if they operate <u>four (4) weeks or less</u> in any 12-month period.

Children’s Camps operating within incorporated cities are not required to obtain a Public Health Permit at this time. This may change as cities choose to adopt the ***Elena Matyas Children’s Camp Safety Ordinance***.

See ***Attachment A*** for additional guidance on determining if a permit or registration is required.

## How much does a Permit or Registration cost?

Annual Fees are determined by the type of camp, the number of campers, camp duration, and whether there are overnight stays or *Specialized Recreational Activities*.

<b>Initial Application Review &amp; Site Evaluation:</b>	\$521 – All camps
<b>Public Health Permit:</b>	<p><b>Organized Camps - \$772</b></p> <p><b>Children’s Camps</b> operating <u>more than four (4) weeks</u> in any 12-month period – Varies by size and type of activities:</p> <p><i>Children’s Day Camps</i> - \$490 with 250 campers or less                      \$566 with 250 or more campers</p> <p><i>Children’s Overnight Camps</i> – \$673 with 250 campers or less                      \$849 with 250 or more campers</p> <p><i>Children’s Camps with Specialized Recreational Activities*</i> - \$673 with 250 campers or less                      \$849 with 250 or more campers</p> <p><small>* <i>Specialized Recreational Activities</i> are those which pose a risk of serious injury (e.g., archery, horseback riding, ziplining).</small></p>
<b>Public Health Registration:</b>	\$174 ( <b>Children’s Camps</b> operating <u>four (4) weeks or less</u> in any 12-month period)

See **Attachment A** for additional information.

## How do I apply for a Public Health Permit or Registration?

All camps applying for a **Public Health Permit** or **Registration** for the first time must submit an application, along with supporting documentation about ownership, staff qualifications, written operating procedures and plans, and the fee for review. Applications and instructions can be found on our website at: [www.ph.lacounty.gov/eh/business/children-camp.htm](http://www.ph.lacounty.gov/eh/business/children-camp.htm)

As part of the application review process, a site evaluation will be conducted to verify that all requirements are met. When the requirements are met, an invoice will be issued for the appropriate fee. The **Public Health Permit** or **Registration** will be mailed once the payment is received.

Each following year, camps renew by submitting a Notice of Intent to Operate (NOI) and updated written operating procedures and plans at least 30 days prior to camp operation. (Note: year-round camps do not need to submit a NOI each year.)

See **Attachment B** for additional information for new/initial applications. See **Attachment C** for additional information for renewals.

## Will my camp be inspected?

All camps with a Public Health Permit or Registration will receive a Site Evaluation after submitting their initial application.

Camps with a **Public Health Permit** will be inspected once per season/year.

Camps with a **Public Health Registration** will not receive an annual inspection. However, any complaints regarding public health & safety concerns will be investigated. If violations are found, the camp will be charged for the complaint investigation time.

## Are there requirements my camp must follow?

**Organized Camps** and **Children's Camps** (Permitted & Registered) have similar health and safety requirements that include:

- ✓ Notice of Intent to Operate – must be submitted 30 days prior to operation
- ✓ *Staffing*: minimum qualifications and counselor-to-camper ratios, Health and Aquatics Supervisor positions, CPR and first aid training, staff background checks and screening for criminal history
- ✓ *Procedures and Plans*: written operating procedures and plans to address medical and other emergencies, transportation needs, and oversight of swimming and other specialized recreational activities
- ✓ *Operational*: safe and sanitary conditions for the camp site, proper maintenance of equipment and facilities, availability of bathrooms, handwashing facilities, and drinking water

More details of these requirements can be found on the Camps website at <http://ph.lacounty.gov/eh/business/children-camp.htm>

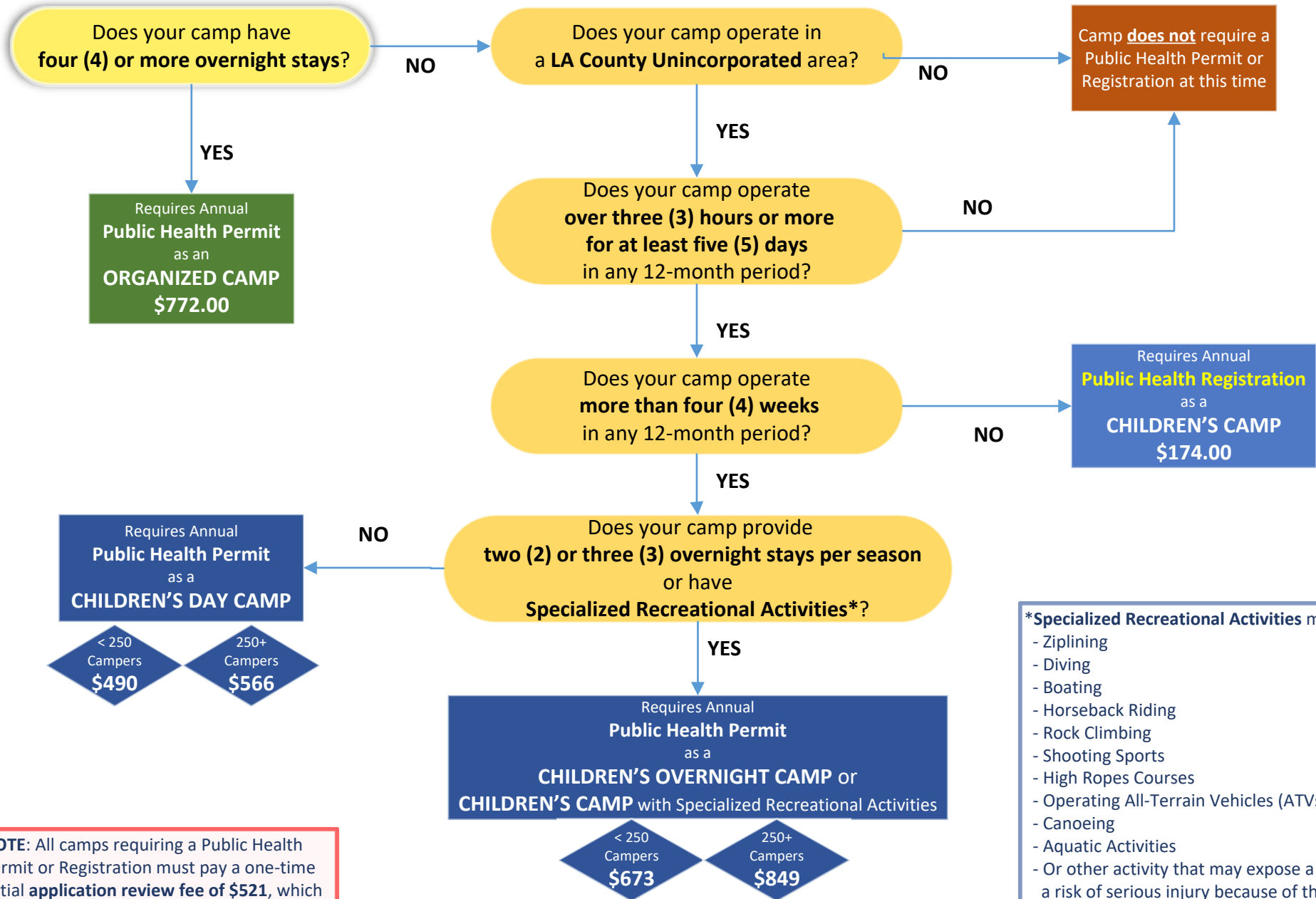
Although **Registered Children's Camps** do not receive an annual inspection, they still must comply with the **Children's Camps** requirements.

## Where can I find more information about camp requirements?

Information about Organized Camps and Children's Camps can be found at: [www.ph.lacounty.gov/eh/business/camps.htm](http://www.ph.lacounty.gov/eh/business/camps.htm)

Contact the **Camps and School Program** at **626-813-3428** if you have any questions.

# CHILDREN'S CAMP / ORGANIZED CAMP ANNUAL PERMIT/REGISTRATION FEE

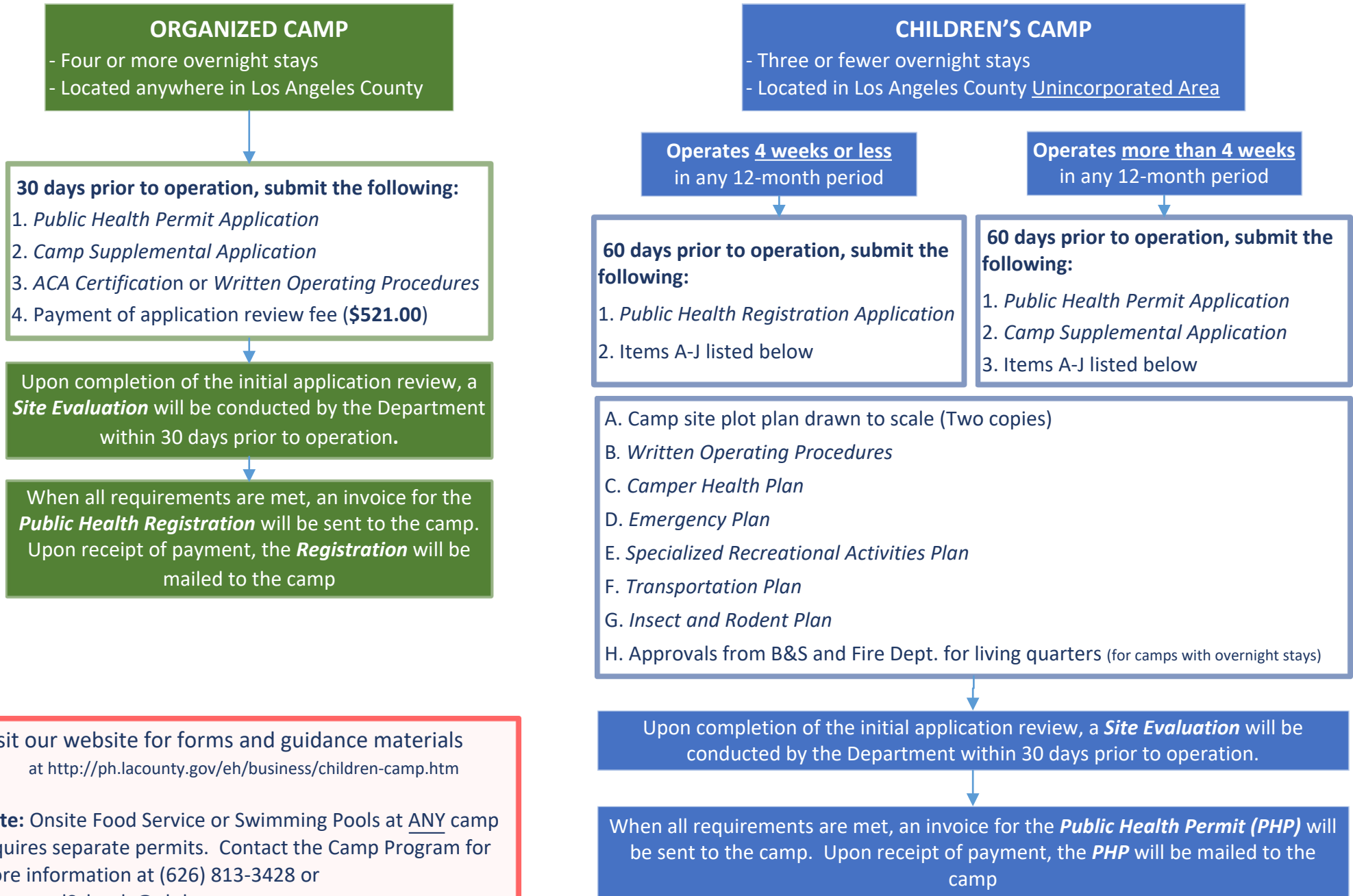


**NOTE:** All camps requiring a Public Health Permit or Registration must pay a one-time initial **application review fee of \$521**, which includes an initial site visit.

- \*Specialized Recreational Activities** may include:
- Ziplining
  - Diving
  - Boating
  - Horseback Riding
  - Rock Climbing
  - Shooting Sports
  - High Ropes Courses
  - Operating All-Terrain Vehicles (ATVs)
  - Canoeing
  - Aquatic Activities
  - Or other activity that may expose a camper to a risk of serious injury because of the inherent danger of the activity.

# CHILDREN'S CAMP / ORGANIZED CAMP

## NEW/INITIAL CAMP APPLICATION PROCESS



Visit our website for forms and guidance materials at <http://ph.lacounty.gov/eh/business/children-camp.htm>

**Note:** Onsite Food Service or Swimming Pools at ANY camp requires separate permits. Contact the Camp Program for more information at (626) 813-3428 or [CampsandSchools@ph.lacounty.gov](mailto:CampsandSchools@ph.lacounty.gov)

# CHILDREN'S CAMP / ORGANIZED CAMP RENEWAL PROCESS

## ORGANIZED CAMP

- Four or more overnight stays
- Located anywhere in Los Angeles County



30 days prior to operation, submit the following:

1. *Notice of Intent to Operate*
2. *ACA Certification or Written Operating Procedures*
3. Payment of **Public Health Permit** fee (**\$772.00**)

Visit our website for forms and guidance materials  
at <http://ph.lacounty.gov/eh/business/children-camp.htm>

## CHILDREN'S CAMP

- Three or fewer overnight stays
- Located in Los Angeles County Unincorporated Area

Operates 4 weeks or less  
in any 12-month period



30 days prior to operation, submit the following:

1. *Notice of Intent to Operate*
2. Payment of **Registration** fee (**\$174.00**)

Operates more than 4 weeks  
in any 12-month period



1. *Notice of Intent to Operate (NOI)\**

2. Payment of **Permit** fee:

Children's Day Camp

<250 campers - **\$490.00**

250+ campers - **\$566.00**

Children's Day Camp with Specialized Activities

<250 campers - **\$673.00**

250+ campers - **\$849.00**

Children's Overnight Camp

<250 campers - **\$673.00**

250+ campers - **\$849.00**

\*Camps operating year-round do not need to resubmit a NOI