



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
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Commissioner

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Bureau for Child Care
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Dear New York City Summer Camp Applicants and Operators:

The New York City Department of Health and Mental Hygiene's Bureau of Child Care (BCC) welcomes new and returning applicants to the upcoming summer camp season.

All new camp directors and aquatic directors are required to attend an orientation. The Bureau has an online training registration service to allow directors to schedule orientation sessions. To register for a session, visit www.nyc.gov/health/camps, click on "Register for a Summer Camp Orientation Session" inside the blue box.

The permit application procedures are outlined for you below. We strongly encourage you to begin the permit process upon receipt of your application.

The Application Process

The Summer Camp application package will be **e-mailed** to all previously permitted programs. The application package is also available online. You can obtain an application by visiting www.nyc.gov/health/camps, click on "2015 Summer Camp Instructions and Application Package" inside the blue box.

After submission of your Summer Camp Site Inspection Request Form and permit fee to the BCC Administration Office, the application will be assigned to the appropriate borough office for processing. The following documents are required to be submitted to the respective borough office during the application process:

- Children's Camp Facility and Staff Description
- State Central Register Database Check Form for the Camp Director
- Camp Director Certified Conviction Statement
- Trip Itinerary & Parental Consent
- Proof of Insurances
- Certificate of Occupancy or Letter of No Objection
- Summer Camp Safety Plan (for new camps)
- Self-Certification Checklist (for returning camps only)

Permit Fee

Summer Camp permit fees must be sent directly to the Bureau of Child Care administration office at the address below:

1. Obtain a **Certified Bank Check or United States Postal Money Order** in the amount of \$200.00 made payable to the New York City Department of Health and Mental Hygiene. These are the only forms of payment that can be accepted by the Department.

Please include the name of your camp, site address, and CAMIS/Record ID (for returning camps) in the memo field of your Certified Bank Check or U.S. Postal Money Order.

2. Submit the non-refundable permit application fee and the Summer Camp Site Inspection Request Form to the BCC Administrative Office at:

**NYC Department of Health and Mental Hygiene
Bureau of Child Care
Att: Fee Processing Unit
125 Worth Street, Room 315, Box 68
New York, NY 10013**

Please note that organizations claiming not-for-profit status must provide a letter from the U.S. Treasury Department (IRS) confirming your tax exemption under the provisions of 501(c)(3) or other tax section, along with the permit application. **In addition, you must provide a letter on letterhead stating your organization not-for-profit status is current and in good standing with the U.S. Treasury Department.**

Bureau of Child Care Borough Offices

Bronx

1309 Fulton Avenue, 4th Floor
Bronx, NY 10456
(On the corner of E. 169 St. & Fulton St.)
Tel: (718) 579-7775

Manhattan

125 Worth Street, 9th Floor, Room 916
Box 40
New York, NY 10013
(Enter at Lafayette or Centre St.)
Tel: (646) 632-6305

Brooklyn & Staten Island

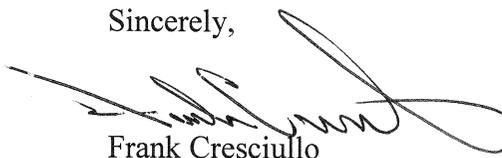
195 Montague Street, 4th Floor
Brooklyn, NY 11201
(Between Court St., & Clinton St.)
Tel: (718) 222-6390

Queens

90-27 Parsons Blvd. 3rd Floor
Jamaica, NY 11432
(Between 90th Ave. & Jamaica Ave.)
Tel: (718) 480-2263/2265

You may contact your borough office if you have any questions regarding your application.

Sincerely,



Frank Cresciullo