UAP Purpose

The purpose of this University Administrative Procedure (UAP) is to establish the requirements and responsibilities for approval and operation of all day camps and enrichment programs utilizing the name, staff, affiliation, facilities, or other resources while in the custody, care and control of Prairie View A&M University (PVAMU). In addition, it establishes procedures to ensure compliance with System Regulation 24.01.06 Programs for Minors.

This policy does not apply to: (1) performances or events open to the general public and not targeted to minors (e.g., athletic events, concerts, plays, etc.); or, (2) national tests offered by the university testing center.

Definitions

Day Camps - a PVAMU sponsored activity related to the academic mission of the university or its student athletes that has a participant group that may include, in whole or in part, individuals under the age of 18 and that is held for no more than two consecutive days with no overnight stay.

Enrichment Programs – a program sponsored by a PVAMU department or college for the primary purpose of academic enhancement or recruitment.

Official Procedures and Responsibilities

1. APPROVAL PROCESS FOR DAY CAMPS AND ENRICHMENT PROGRAMS

1.1 All day camps and enrichment programs must be approved before activities occur. The Provost and Senior Vice President for Academic Affairs has delegated authority for the initial approval of any Day Camps or Enrichment Programs to the program administrator’s immediate supervisor.
1.1.1 Upon approval, a completed Programs and Camps for Minors Application should be forwarded to the Office of Academic Engagement and Student Success for review and approval.

1.1.1.1 The Programs and Camps for Minors application and all required documents should be initiated at least 15 business days prior to the start date of the event.

1.1.1.2 During the planning phase, a risk assessment will be conducted by the program director to identify and mitigate risks associated with the activities of the program. This risk assessment will be conducted using the System Risk Assessment Matrix and may include, but is not limited to, the following:

1.1.1.2.1 A review of any and all activities associated with the program;

1.1.1.2.2 An inspection of any university-owned facility to ensure it meets health and safety standards;

1.1.1.2.3 Identification of potential travel safety issues, including but not limited to drivers, vehicle types, driver certifications, and travel distance; and,

1.1.1.2.4 Identification of personal protective equipment, which may be required.

1.1.2 After the Programs and Camps for Minors Application has been reviewed, the Office of Academic Engagement & Student Success will determine if the event falls under the definition of a day camp or enrichment program (each program has different requirements for approval).

1.1.3 The Assistant Vice President for the Office of Academic Engagement and Student Success or their designee shall approve the application is in compliance with this UAP.

1.1.4 For further guidance on the specific requirements for day camps or enrichment programs, refer to https://intranet.pvamu.edu/spaces/92/summer-camps-and-programs-for-minors/resources/program-checklists.

1.2 Third-party Day Camps

1.2.1 A day camp whose requestor is not affiliated with PVAMU will be designated as a third-party day camp.

1.2.2 Third-party day camps must:

1.2.2.1 Request to use PVAMU space. Space may only be rented to a third party after all PVAMU’s space needs are met;

1.2.2.2 Be sponsored by a university department, school, or college;
1.2.2.3 Establish a contractual relationship with the university for the use of facilities and/or resources ([Third-Party Camp Contract Template]);

1.2.2.4 Provide evidence of insurance coverage that lists “Prairie View A&M University” as an additional insured party and is consistent with the coverage secured for university day camps;

1.2.2.5 Designate an on-site director for the day camp; and,

1.2.2.6 Complete the same review and approval process through the Office of Academic Engagement and Student Success as a university-sponsored day camp.

1.2.3 The sponsoring unit serves as the responsible party to ensure all safety, security, fiscal, System Policies and Regulations, and PVAMU Rules and Administrative Procedures are adhered to and payment is received from the third party for services rendered.

1.2.4 For purposes of this UAP, subsequent references to “day camps and enrichment programs” shall be construed to include third-party day camps.

2. TRAINING AND EXAMINATION PROGRAM ON WARNING SIGNS OF SEXUAL ABUSE AND CHILD MOLESTATION

2.1 The director over day camps and enrichment programs will certify with the Office of Academic Engagement and Student Success that all individuals who will have involvement with minors are required to successfully complete the system-approved Child Protection Training Course every two years with a score of 100% as outlined in Section 4 of System Regulation 24.01.06 Programs for Minors.

2.2 Training completion certificates must be submitted to the Office of Academic Engagement and Student Success. The certificates must be kept on file for two years in accordance with Section 4 of System Regulation 24.01.06 Programs for Minors.

3. CRIMINAL CONVICTION AND SEX OFFENDER BACKGROUND CHECKS

3.1 Day Camps and Enrichment Programs

3.1.1 Day camps and enrichment programs are not required to conduct annual criminal conviction and sex offender background checks on individuals hired or assigned to employee or volunteer positions.

4. SAFETY AND MEDICAL CARE PROVISIONS

4.1 As a condition of approval, day camps are required to obtain general liability and accident medical insurance. Third-party day camps are also required to show evidence of general liability and accident medical insurance coverage.

4.2 Safety awareness information specific to a day camp or enrichment program’s activities shall be provided to all staff and volunteers by the program director. Appropriate safety awareness information may include training on first aid and
CPR, campus resources, and personal safety recommendations. Additional resources may be found on the Summer Camps and Programs for Minors Intranet site under [Youth Protection Resources](#).

4.3 Day camp and enrichment program participants (including employees and volunteers) may receive health services at the Owens-Franklin Health Center (OFHC) on a fee-for-service basis. For additional information, please contact the OFHC. Insurance is accepted for day camp and enrichment program participants if prior arrangements have been made with the OFHC.

4.4 Day camps and enrichment programs should formally arrange for referral of emergency medical services prior to the start of the day camp or enrichment program and provide documentation as a part of the application process to confirm that arrangements have been made.

4.5 Each day camp or enrichment program participant must complete the A&M System approved [Waiver, Indemnification and Medical Treatment Authorization Form](#). Completed forms will be maintained by the Office of Academic Engagement and Student Success and the OFHC in accordance with the university’s [Records Retention Schedule](#).

4.5.1 Day camp and enrichment program participants must have a completed Waiver, Indemnification and Medical Treatment Authorization Form on file prior to receiving treatment at the OFHC.

4.5.2 Enrichment programs for which we have been given the care, custody, and control of a minor and a parent or school administrator is not present, a Waiver, Indemnification and Medical Treatment Authorization Form must be completed by the program participants.

4.6 Day camp and enrichment program participants requiring medical treatment at the OFHC must be accompanied by a staff or volunteer.

5. **REPORTING OF INCIDENTS OR ACCIDENTS**

5.1 The day camp or enrichment program director is responsible for submitting an [Incident Report Form](#) to the Office of Academic Engagement and Student Success within 24 hours of any incident or accident. A copy of the Incident Report Form shall be forwarded to the Office of Business Services.

6. **REPORTING OF NEGLECT OR ABUSE**

6.1 Any person having cause to believe that a minor’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person must immediately make a report to the University Police Department who will in turn notify Child Protective Services and other law enforcement agencies as appropriate. This legal requirement is addressed during the Child Protection Training and will be communicated by the Office of Academic Engagement and Student Success to all individuals participating in the management/supervision of day camps and enrichment programs and to all employees and volunteers of third-party day camps utilizing PVAMU facilities.
7. **EMPLOYEES AND VOLUNTEERS**

7.1 Anyone seeking PVAMU employment for a day camp or enrichment program must follow the OHR employment procedures listed on the OHR intranet under Hiring Process Guidelines.

7.2 Anyone serving as a volunteer for a day camp or enrichment program must follow the OHR employment procedures for volunteers listed on the OHR webpage under Volunteer Guidelines.

8. **ADDITIONAL REQUIREMENTS FOR DAY CAMPS AND ENRICHMENT PROGRAMS**

8.1 Day camp and enrichment program staff and volunteers are prohibited from communicating (including by social media) with minors, outside of official communications within the domain of the day camp or enrichment program official activities.

8.2 All day camp and enrichment program staff and volunteers must obtain authorization to administer any medication to a participant from the participant’s parent or guardian through the completion of the Authorization for Dispensing Medication Form. This form expires one year after its original date. Medication for minors will be secured at all times and a record of disbursement will be monitored by day camp or enrichment program staff. The participant’s parent or guardian may not authorize administering medication in excess of the medication’s label instructions or the directions of the child’s health-care professional. Parent or guardian authorization is not required for administering a medication to a participant in a medical emergency to prevent the death or serious bodily injury of the participant, provided that the medication is administered as prescribed, directed, or intended.

8.2.1 Procedures on the distribution and security of medicine are as follows:

8.2.1.1 If the program or camp director or sponsor chooses not to administer any medication, parents or guardians must be notified prior to the participant’s enrollment in the program.

8.2.1.2 Medication given must be given from the original container to the individual to whom the medication was prescribed within the expiration date and documented using the Authorization for Dispensing Medication Form.

8.2.1.3 When a day camp staff member administers the medication they must record the full name of the participant, name of the medication, date and time medication was given and full name of staff or volunteer that administered the medication.

8.2.1.4 If medication will be dispensed by the day camp staff, all medication must be stored:

8.2.1.4.1 out of reach of all participants;

8.2.1.4.2 locked in storage in a manner that does not contaminate food; or,
8.2.1.4.3 refrigerated, if required, separate from food.

8.2.1.5 Medication must be returned to the parent or guardian of the day camp participant after the camp or upon participant dismissal from the camp. Medication must be disposed of when the medication is out-of-date or is no longer required for the participant.

8.3 Access to medical information of a participant will be limited to those with an administrative need to know. Confidentiality and privacy are to be observed at all times. Medical information must be secured by a designated day camp or enrichment program staff. This information will be retained in accordance with the university’s Records Retention Schedule.

8.3.1 Procedures to ensure the security and confidentiality of medical information are as follows:

8.3.1.1 Medical Information & Release Forms for each participant; and,

8.3.1.2 Medication Disbursement & Authorization Forms for each participant.

8.3.2 The Medical Information & Release Form contains important medical information about the participant such as health history, insurance, allergies, special services, dietary restrictions, medical appliances, and any medications the participant may be taking. This information must be kept in a secure place at all times.

8.4 Participants needing special assistance need to communicate requests to the day camp director prior to the start of the day camp or enrichment program. For additional guidance, please contact the office of Academic Engagement and Student Success.

8.5 For all day camps and enrichment programs, a ratio of at least one staff to 10 minors will be maintained for all activities.

8.6 A director will be appointed for each day camp and enrichment program, whether it is sponsored by a unit of the university or a third-party utilizing PVAMU facilities. This information will be provided to the Office of Academic Engagement and Student Success prior to any day camp or enrichment program activities.

8.7 A list of job descriptions for each position involved in the operation of a day camp or enrichment program must be provided to the Office of Academic Engagement and Student Success.

8.8 Pertinent information concerning the protection of minors on campuses of institutions of higher education identified in Texas SB 1414 has been addressed in the Summary of Texas SB 1414 Special Provisions. All day camp and enrichment program staff will be provided a copy of these provisions by the day camp or enrichment program director and will be instructed to familiarize themselves with these provisions.
Related Statutes, Policies, Regulations and Rules

Texas Education Code § 51.976
Texas Family Code Chapter 261, Subchapters A and B
Texas SB 1414
Texas Department of State Health Services Approved Training Programs
System Regulation 21.01.02 Receipt, Custody and Deposit of Revenues
System Regulation 24.01.06 Programs for Minors
University Rule 24.01.06.P1 Programs for Minors

Contact Office

Office of Academic Engagement and Student Success 936-261-5914