

**PRAIRIE VIEW A&M UNIVERSITY  
UNIVERSITY ADMINISTRATIVE PROCEDURE**



**24.01.06.P0.01 Programs for Minors, Day Camps and Enrichment Programs**

Approved June, 14, 2010  
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**UAP Purpose**

The purpose of this University Administrative Procedure (UAP) is to establish the requirements and responsibilities for approval and operation of all programs for minors, 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.

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**Definitions**

**Programs for Minors** - programs for minors that are sponsored and operated by PVAMU or third parties using PVAMU property/facilities where full supervisory duties of the minor(s) are PVAMU or the third party's responsibility and that are held for more than two consecutive days with the same group of minors without an overnight stay or that involve overnight stays. A program that may have minor(s) involvement ancillary to the intended purpose of the activity and is not specifically for minors does not fall under System Regulation 24.01.06.

**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.

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**Official Procedures and Responsibilities**

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**1. APPROVAL PROCESS FOR PROGRAMS FOR MINORS, DAY CAMPS, AND ENRICHMENT PROGRAMS**

- 1.1 All programs for minors, 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 Program for Minors, 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.
  - 1.1.2 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 program for minors, day camp, or enrichment program (each definition 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 programs for minors, day camps or enrichment programs, refer to [Program Checklist](#).
- 1.2 Third-party Programs for Minors and Day Camps
  - 1.2.1 A program for minors or day camp whose requestor is not affiliated with PVAMU will be designated as a third-party program for minors or day camp.
  - 1.2.2 Third-party programs for minors and 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 from the Programs for Minors Office;
    - 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 programs for minors and day camps;
    - 1.2.2.5 Designate an on-site director for the program for minors or 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 program for minors or 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 "programs for minors, day camps and enrichment programs" shall be construed to include third-party programs for minors and day camps.

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

2.1 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 Programs for Minors

3.1.1 In accordance with Section 5 of System Regulation [24.01.06 Programs for Minors](#) and Section 4 of University Rule [24.01.06.P1 Programs for Minors](#), annually, **both** a criminal conviction **and** sex offender background check will be conducted on all individuals involved with minors at a program for minors. The check must be performed on the individual's permanent address, utilizing a criminal history database and sex offender registration database (such as the TXDPS-Sex Offender Registry or other valid sex offender database). Documentation that a search was conducted must be maintained for a period of two years.

3.1.1.1 Third-party programs for minors will be responsible for the costs associated with conducting background checks.

3.1.2 Employees and volunteers may not begin working or participating in program activities until their background check has been cleared by the Office of Human Resources (OHR). The OHR will notify the Office of Academic Engagement and Student Success when the background checks have been cleared. The Office of Academic Engagement and Student Success will notify the program directors of the staff and volunteers cleared to work or participate in program activities. The OHR will retain all background check records in accordance with the university's [Records Retention Schedule](#).

3.1.3 Results from the background checks will be handled in accordance with System Regulation [24.01.06 Programs for Minors, Sections 5.2 and 5.3](#).

3.2 Day Camps and Enrichment Programs

3.2.1 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, program for minors and day camps are required to maintain adequate general liability and accident medical insurance. Third-party programs for minors and day camps are also required to show evidence of general liability and accident medical insurance coverage.

4.2 Safety awareness information specific to a program for minors, day camp or enrichment program's activities shall be provided to all staff and volunteers. 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 Programs for Minors Intranet site under [Youth Protection Resources](#).

4.3 Program for minors, 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 program for minors, day camp and enrichment program participants if prior arrangements have been made with the OFHC.

4.4 Program for minors, day camps and enrichment programs should formally arrange for referral of emergency medical services prior to the start of the program for minors, 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 program for minors, day camp or enrichment program participant must complete the A&M System approved Waiver, Indemnification and Medical Treatment Authorization Form which can be obtained from the Programs for Minors Office. 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 Program for minors, 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 Program for minors, 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 program for minors, 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 programs for minors, day camps and enrichment programs and to all employees and volunteers of third-party programs for minors and day camps utilizing PVAMU facilities.

## **7. EMPLOYEES AND VOLUNTEERS**

- 7.1 Anyone seeking PVAMU employment for a program for minors, 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 program for minors must follow the OHR employment procedures for volunteers listed on the OHR webpage under [Volunteer Guidelines](#).

## **8. ADDITIONAL REQUIREMENTS FOR PROGRAMS FOR MINORS, DAY CAMPS AND ENRICHMENT PROGRAMS**

- 8.1 Programs for minors, 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 program for minors, day camp or enrichment program official activities.
- 8.2 All program for minors, 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 can be obtained by contacting the Programs for Minors Office and 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 program for minors, 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 program or 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 program or 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 program or camp participant after the program/camp or upon participant dismissal from the program/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 program for minors, 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 Program for minors, day camp and enrichment program staff will be responsible for identifying minors with special needs and ensuring that provisions are made to accommodate those students. For additional guidance, please contact the office of Academic Engagement and Student Success.

8.5 For all programs for minors, 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 program for minors, 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 program for minors, day camp or enrichment program activities.

8.7 A list of job descriptions for each position involved in the operation of a program for minors, 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](#). In addition, some risks associated with programs for minors, day camps and enrichment programs have been addressed in the [Risk Assessment Matrix Form](#). All program for minors, day camp and enrichment program staff will be provided a copy of these provisions by the program for minors, day camp or enrichment program director and will be instructed to familiarize themselves with these provisions.

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#### **Related Statutes, Policies, Regulations and Rules**

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[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](#)

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#### **Contact Office**

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

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