POLICY STATEMENT

Scope and Applicability - This policy applies to all Clemson University programs designed for individuals under 18 years of age, whether operated on or off campus, where the program participants are to be left in the care and supervision of Clemson University employees or volunteers. The policy applies year-round— it is not limited to programs that are operating during the summer months.

Limitations - This policy is limited to programs in which the University is knowingly supervising the participants, i.e., the youth are (1) registered in a program that places them (2) in the care and supervision of a University employee for a period of time (3) without a parent, guardian, teacher, etc. who is responsible for their supervision. This policy does not include fairs, festivals, entertainment events, sporting events, educational programs offered to schools, youth visiting the campus on their own or simply using university facilities, campus tours, or other programs that might attract individuals under 18 years of age but do not involve the University’s assent to directly supervise the individual.

Excluded from this policy are:

- Programs designed for individuals 18 years of age or older
- Programs designed for individuals who have graduated from high school

Such programs are excluded even if they might serve some participants who are under 18 years of age.

The Clemson University Operating Standards for Youth Programs apply to all programs covered by this policy. These standards will be maintained, reviewed annually, and updated as appropriate by the Pre-Collegiate Programs Office (PcPO).

All programs covered by this policy must submit the attached Acknowledgement of Understanding of the Clemson University Operating Standards for Youth Programs (last page) AND the PcPO Yearly Approval Process (YAP) (information follows); yearly submission is required.
The PcPO YAP is now submitted ONLINE. If you haven’t been issued a login already, please email pcpoffice@clemson.edu with:

- A subject line of “Your Program Name Youth Programs Application”,
- If the email is sent from the Director/Owner/Operator of the program, you will receive an email back with your Username and Password and a link to the ONLINE database.

Camps or programs that are accredited by the American Camp Association (ACA), State of South Carolina approved Child Care Centers or State of South Carolina approved Charter School do not have to submit the Youth Programs Application or the signed Operating Standards. However, such camps or programs must submit their ACA annual compliance statement or other letter of certification each year. Please contact the PcPO for additional details.
DEFINITIONS

1. **Children** – individuals under the age of 18; when used herein refers to both the singular and the plural, i.e., child or children.

2. **Participants** – Children participating in a program covered by the aforementioned Pre-Collegiate Programs (or Youth Programs) Policy and Procedure; when used herein refers to both the singular and the plural, i.e., participant or participants.

3. **Youth Program** – A program covered by the aforementioned Pre-Collegiate Programs (or Youth Programs) Policy and Procedure; when used herein refers to both the singular and the plural, i.e., youth program or youth programs.

4. **Clemson University Affiliate** – any individual, **volunteer**, or other non-employee actually or ostensibly acting on the behalf of Clemson University.

5. **Clemson University Operating Standards for Youth Programs** (hereinafter “Operating Standards”) – standards that any Clemson University employee or affiliate who is or may be undertaking the custodial care of children must abide by.

6. **Custodial Care** – the responsibility for the supervision of children on a temporary basis for the purpose of the children engaging in the youth program.

7. **Program Staff** – any Clemson University employee or affiliate that **has** independent unsupervised access to children in a Youth Program or that **could have** independent unsupervised access to children in a Youth Program.

8. **Visitors** – any Clemson University employee or affiliate that **does not have** and that **will not have** independent unsupervised access to children in a Youth Program.

9. **Emergency** – A sudden and unforeseen situation **demanding** immediate remedy or action to preserve the imminent safety of the children in program staff’s custodial care.

-more-
STAFFING REQUIREMENTS (SR)

SR-1: Director/Owner/Operator

The Director/owner/operator is the person on site who is responsible for day-to-day decision-making and supervision of the program, participants and staff.

The youth program director/owner/operator must have at least two prior seasons of administrative or supervisory experience in the type of youth program he/she is responsible for directing. The program director/owner/operator must hold a bachelor’s degree or appropriate professional certification.

Demonstration of Compliance

Written documentation:
- Documentation of previous experience; and
- Documentation of bachelor’s degree and/or professional development certification.

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Programs serving rental groups

Director/owner/operator for programs/camps have the following qualifications:

1) At least two prior seasons of administrative or supervisory experience in the type of youth program he/she is responsible for directing?  
   YES  NO

2) Hold’s a bachelor’s degree or appropriate professional certification?  
   YES  NO
SR-2: Program Staff Age

Eighty (80) percent of the program staff must be 18 years of age or older. All program staff must be at least 16 years of age and at least 2 years older than the program participants.

Demonstration of Compliance

Written documentation:
- Staff Roster or Employee and Volunteer Tracker; and
- Work Schedule (s)

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Programs/camps serving rental groups

Does the program/camp require and/or advise rental groups that:

1) Are Eighty (80) percent of the staff eighteen (18) years of age or older? 
   YES   NO

2) Is all program staff sixteen (16) years of age and is all program staff two (2) years older than the program participants? 
   YES   NO
STAFF SCREENING (SS)

SS-1: New Staff Screening

For all new paid and unpaid program staff with unsupervised access to participants, including Directors. A program staff member is considered “new” upon initial hiring and/or if there is a break in employment of twelve (12) months or more from a previously held position within Clemson University. Year-round program staff and returning program staff from the previous year, including directors, must be screened upon entry and thereafter in according to the policy of the Clemson University Human Resource Policy and Pre-collegiate Program Office Standards.

All of these Standards are in accordance with Clemson University policies and practices on hiring new employees.

Demonstration of Compliance

Written documentation:
- Reference forms
- Staff applications
- Hiring checklist (if used)
- Application and receipt for securing Background Check, National Sex Offender Registry Check, & Drivers License Screening.

Applies to:
- Day programs/camps
- Resident programs/camps
- Short term resident programs/camps
- Programs serving rental groups

Does the program/camp require screening for all new program staff with responsibilities for or unsupervised access to participants that includes:

1) A criminal background check for program staff eighteen (18) years of age and older by the Clemson University Human Resources office?  YES  NO

2) A check of the National Sex Offender Registry by the Clemson University Human Resources office?  YES  NO

3) A Drivers License Screen through the Clemson University Human Resources office for anyone transporting participants in a vehicle?  YES  NO

4) Current accepted Defensive Drivers training?  YES  NO
SS-1: New Staff Screening (cont.)

5) At least two (2) reference checks and verification of previous work (including volunteer) history?  
   YES   NO

6) A personal interview by the camp director or a designated representative?  
   YES   NO
SS-2: Continuing Staff Screening

All full-time, year-round or continuing paid, unpaid and volunteer program staff with unsupervised access to participants, including directors, must be screened upon entry and thereafter according to Clemson University Human Resource policy and Pre-collegiate Programs Office standards. A “voluntary disclosure statement” is a statement signed by the staff member attesting, at a minimum, to the nonconviction of violent crimes and crimes against children.

Staff is considered “continuing” if they have not had a break of employment or volunteer time greater than 12 months.

Demonstration of Compliance

Written documentation:
• Application and receipt for securing Background Check, National Sex Offender Registry Check, & Drivers License Screening.

Applies to:
- Day programs/camps
- Resident programs/camps
- Short term resident programs/camps
- Programs serving rental groups

Does the program require annual screenings for all year round or continuing program/camp staff – paid, unpaid and volunteer, with responsibilities for or unsupervised access to participants that includes:

1) A voluntary disclosure statement by the Clemson University Human Resources office? YES NO

2) A check of the National Sex Offender Registry by the Clemson University Human Resources office? YES NO

3) A Drivers License Screen through the Clemson University Human Resources office for anyone transporting participants in a vehicle? YES NO

4) Current accepted Defensive Drivers training? YES NO
STAFF TRAINING (ST)

ST-1: Pre-program/camp Staff Training

The training program must cover the following basic topics:

1. **ST-1A**: Youth program purpose/focus/mission/intended outcomes and how implemented in youth program structure and youth program activities;
2. **ST-1B**: Developmental needs of participants served;
3. **ST-1C**: Objective safety considerations, operating procedures for youth program activities;
4. **ST-1D**: Behavior management and participant supervision techniques to create a physically and emotionally safe environment;
5. **ST-1E**: Recognition, prevention and reporting of bullying
6. **ST-1F**: Recognition, prevention and reporting of child abuse (a.k.a. - Child Abuse Prevention);
7. **ST-1G**: Emergency procedures and the role of program staff and/or visitors in implementation.
8. **ST-1H**: Clear expectations for staff conduct and performance, including sexual harassment.
9. **ST-1I**: A basic overview of the Jeanne Clery Act and its reporting requirements for Colleges and Universities.

All youth program Directors must provide a training program for all of their program staff. The training program must be in writing, and the Director must review the training program on an annual basis and, if necessary, update it and retrain program staff.

**Demonstration of Compliance**

Written documentation:
- Staff training schedule
- Staff training materials, training manuals, agenda, etc.

**Applies to:**
- Day programs/camps
- Resident programs/camps
- Short term resident programs/camps
- Programs serving rental groups
ST-1: Pre-program/camp Staff Training (cont.)

Does the program/camp staff receive training that is relevant to her or his job duties and responsibilities to include acceptable job performance prior to assuming responsibility for participants?  

YES   NO

Does the program/camp provide training for all staff involved in the program/camp and responsible for the supervision of participants that meet the requirements above?  

YES   NO
ST-2: Late Hire Training

The intent of this standard is to ensure that program/camp staff who are late-hires or replacement staff is appropriately trained in the topics addressed in the initial staff training. The proper training of staff is critical in operating a safe and effective program/camp. This training may include individual training sessions, periods of “shadowing” with fully trained staff or self study of topics.

Demonstration of Compliance

- None

Applies to:
- Day programs/camps
- Resident programs/camps
- Short term resident programs/camps
- Programs serving rental groups

Is training provided for late-hire or replacement staff that are not present for all or part of the initial training prior to assuming responsibility for participants?

YES  NO
ST-3: Clemson University Housing

The youth program directors/owners/operators of all Clemson youth programs that use Clemson University Housing are required to review and understand the Clemson University Housing Training Materials. All youth program directors/owners/operators will receive Housing policy training materials in the spring that may be used in their program staff training programs.

Demonstration of Compliance

Written documentation:
- Staff training schedule
- Staff training materials, training manuals, agenda, etc.

Applies to:
- On Campus Residential programs/camps
- On Campus programs/camps serving rental groups

Does the program/camp include the CU Housing policies in the staff-training schedule?  
YES  NO
ST-4: Program Operator’s Orientation Training

All youth program directors/owners/operators must complete Program Operator’s Orientation Training prior to the operation of youth program(s). This orientation training can be in a group setting or individually by a qualified trainer from the Clemson University Pre-Collegiate Programs Office.

The intent of this orientation is to cover the Clemson University Operating Standards for Youth Programs along with any general information related to the operation of programs/camps.

Demonstration of Compliance

Written Documentation:
  • Attestation of attendance on the Yearly Application.

Applies to:
  • Day programs/camps
  • Residential programs/camps
  • Short term resident programs/camps

Did the director/owners/operators attend a “Program Operators Orientation Training” prior to operating their youth program/camp?  

YES  NO
SP-1: Supervision Requirements

All youth programs are required to comply to the following supervision requirements.

One-to-one scenarios between an adult and a participant should be avoided to the extent possible. For example,

In situations that require personal conferences, the meeting or activity should be conducted in view of other adults or participants (“out in the open”).

Definition of Supervision:

Participants 6 and Above

The definition of supervising or supervision, as it pertains to participants 6 and above, is that program staff persons are readily accessible, aware and responsible for the ongoing activity of each participant and able to intervene when needed (remember that the supervision ratios in the Supervision Ratio Chart (found on next two pages) still apply, at all times). See Supervision Ratio Chart below for participants who have COMPLETED 8th grade and above.

Participants Younger than Age 6

The definition of supervising or supervision, as it pertains to participants younger than 6, is that program staff persons are readily accessible, aware and responsible for the ongoing activity of each participant and able to intervene when needed AND that program staff persons shall be in the same area as the participants (remember that the supervision ratios in the Supervision Ratio Chart (found on next two pages) still apply, at all times).

Definition of Classroom:

An organized physical space devoted to arranging instruction in a group-based learning format, (e.g., gym, recreation or sports field, forest, lake, stable, etc.)
SP-1: Supervision Requirements (cont.)

**SUPERVISION RATIO CHART**

For participants over age 6, your overall program staff to participant ratio must be 1:10. These ratios must be met with program staff members who are 18 years of age and program staff members that are 2 years older than the participants they are supervising. In the event of an emergency (see definitions section), if the ratios cannot be met, use your best judgment to assure continued supervision.

<table>
<thead>
<tr>
<th>Grade Group</th>
<th>Situation</th>
<th>Ratios (Program Staff: Participant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ages 3-4</td>
<td>Commuter</td>
<td>1:4</td>
</tr>
<tr>
<td>Ages 4-5</td>
<td>Commuter</td>
<td>1:6</td>
</tr>
<tr>
<td>Ages 5-6</td>
<td>Commuter</td>
<td>1:6</td>
</tr>
<tr>
<td>Ages 6 &amp; Under</td>
<td>Residential</td>
<td>1:4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Group</th>
<th>Situation</th>
<th>Ratios (Program Staff: Participant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over Age 6 to End of 6th Grade</td>
<td>In a classroom</td>
<td>1:25</td>
</tr>
<tr>
<td></td>
<td>In a laboratory</td>
<td>Minimum 1:25, follow lab standards (labs may require additional program staff)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade Group</th>
<th>Situation</th>
<th>Ratios (Program Staff: Participant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed 6th Grade TO 8th Grade</td>
<td>In a classroom</td>
<td>1:30</td>
</tr>
<tr>
<td></td>
<td>In a laboratory</td>
<td>Minimum 1:30, follow lab standards (labs may require additional program staff)</td>
</tr>
<tr>
<td>Walking/Transitional/Lunch</td>
<td>1:20</td>
<td></td>
</tr>
</tbody>
</table>
### SP-1: Supervision Requirements (cont.)

<table>
<thead>
<tr>
<th>Grade Group</th>
<th>Situation</th>
<th>Ratios (Program Staff: Participant)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed 8th Grade TO</td>
<td>In Classroom</td>
<td>1:30</td>
</tr>
<tr>
<td>Graduated High School</td>
<td>In a laboratory</td>
<td>Minimum 1:30, follow lab standards (labs may require additional program staff)</td>
</tr>
<tr>
<td></td>
<td>Walking/Transitional/Lunch</td>
<td>Program Staff not required to be physically present at all times BUT required to be readily accessible during the hours of 6:30 am until 11:00 pm. Program staff must be physically present and readily accessible from 11:00 pm to 6:30 am.</td>
</tr>
<tr>
<td></td>
<td>Field Trip</td>
<td>1:20</td>
</tr>
</tbody>
</table>

* Participants must always be in groups of 3 or more.

* Youth programs must establish written procedures to ensure all participants are accounted for at regular intervals and at the start of each activity.

* Youth programs must also notify parents or guardians of their policies regarding walking/transitional/lunch for participants.
SP-1: Supervision Requirements (cont.)

Demonstration of Compliance

Written Documentation:
- Work Schedules; and
- Staff Roster

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Rental Groups

Does the program/camp meet the supervision requirements? YES NO

Is the rental group leader advised of and will they abide by the supervision requirements? YES NO
SP-3: Behavior Management and Discipline

In addition to program staff being trained in behavior management and participant supervision techniques to create a physically and emotionally safe environment (ST-1D), it is necessary that youth programs develop written policies and procedures to implement fair and consistent disciplinary steps that are appropriate to the youth program and the situation and do not include corporal punishment.

Demonstration of Compliance

Written Documentation:
- Policies and procedures for participant behavior management and discipline.

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps

Does the program/camp have written policies and procedures that outline the approach to discipline when necessary and the progressive steps to be used in disciplining a participant?  
YES  NO
MEDICAL CARE (M)

M-1: Health History

The “Health History Form” is an up-to-date record of the participants past and present health that is completed and signed by a custodial adult of a minor or the adult participant. Up-to-date means completed for that program and/or camp season.

A designated staff member should do a health history review of every camper within 24 hours of the participant’s first arrival at camp. The purpose of this review is to identify any health related needs that may affect participation in activities. This staff member is also responsible for informing direct care staff of the health related issues of participants. The designated staff member should have access to a health professional for consultation as needed.

A “Permission to Treat” clause is signed permission to provide routine healthcare, dispense medications and to seek emergency treatments. Refusal to sign the clause for reasons of religion or other requires a signed form specifying actions to be taken in the event the participant needs care or treatment and releases liability from the program/camp if the parent or guardian cannot be reached in an emergency.

Demonstration of Compliance

Written documentation:
- Copy of blank health history; and
- Verification notes of health history review

Applies to:
- Day programs/camps
- Resident programs/camps
- Short term resident programs/camps

Does the program/camp receive a health history for each participant prior to participation in program activities to ensure that staff is aware of any particular health issues/needs of the participant?  

Does the program/camp health history include information to identify any medications (prescription and nonprescription) currently being taken by the participant?  

Does the health history form give details to any mental, physical or psychological conditions requiring medications or other special restrictions while at the program/camp?  

Does the health history form identify allergies and/or dietary restrictions?  

YES   NO

YES   NO

YES   NO

YES   NO
M-2: Health History (cont.)

Does the health history form include a “Permission to Treat” clause?  

YES  NO

Does the health history form include a means to attest that all immunizations required for school is up to date and include the actual date (month/year) of the last tetanus shot?  

YES  NO

Does a designated staff member review the health histories of participants within 24 hours of arrival at program/camp?  

YES  NO
M-2: Health Exam

The program/camp should consider the need for each participant to have a current health exam. Considerations should be made for physical activity, proximity to EMS, length of the program/camp, etc. Some programs/camps may determine the need for a physical exam that confirms the participant’s ability to safely participate in programs activities.

Demonstration of Compliance

Written Documentation:
- Program/camps description of how determination was made to require or not require health examination.
- Health Examination Form (if applicable)

Applies to:
- Residential programs/camps
- Short term resident programs/camps

The program/camp has determined the need for participants to have a physical exam by a Licensed Medical Personnel within twenty-four (24) months of attending camp?  

YES  NO
M-3: Medication Storage and Administration

This standard is intended to have all drugs be under the control of the program/camp healthcare provider or a designated “Health Officer” to include medication belonging to participants. Life-threatening conditions (e.g., anaphylactic reaction to a substance, or inhaler, etc.) may require exceptions to this standard such as allowing participant to control and/or storage in first-aid kits.

All youth programs shall designate a Health Officer who is responsible for maintaining medications in a locked and secure location such as a cabinet or storage box at all times. Medication that requires refrigeration can be stored in a locked refrigerator or a locked box inside a refrigerator.

Demonstration of Compliance

Written Documentation:
- Written instructions for medication

Observation:
- Drug storage area(s)

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Programs/camps serving rental groups

Does the program/camp require that all drugs be stored in a locked and secure location?  
YES  NO

Are prescription drugs given only under the specific instructions of the licensed physician?  
YES  NO
M-4: Emergency and Nonemergency Medical Assistance

The intent is for programs/camps to have a plan for obtaining medical attention for participants in emergency and non-emergency situations. Plans should include how people, on or off site, can get emergency and non-emergency medical assistance.

This standard is intended to make the parent or guardian aware of when the program/camp will notify them in the event of an injury or illness. Care and treatment should be appropriate for the staff persons providing care for the program/camp and should take into consideration common camp injuries and illnesses that could be reasonably anticipated. This should include first-aid guidelines and identification of instances when professional medical advise/care should be sought.

Demonstration of Compliance

Written Documentation:
- Nonemergency assistance procedure
- Emergency assistance procedure
- Notification of injury or illness procedure

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Programs/camps serving rental groups

Does the program/camp have a written procedure for obtaining nonemergency medical care? YES NO

Does the program/camp have a written procedure for obtaining emergency medical care? YES NO

Does the program/camp have a written policy made known to parents or guardians that identifies the situations when the parent or guardian will be notified of illness or injury of their child? YES NO
M-5: Healthcare/Medical Provider

Each youth program must have at least one individual (program staff or visitor) with current FIRST AID & CPR certification on site at all times. Please see the Youth Programs Classification Table.

Demonstration of Compliance

Written Documentation:

- Current certifications cards or licenses of staff members meeting this standard.

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Programs/camps serving rental groups

Does the program/camp have a designated healthcare provider, on or off site that can provide prompt consultations and medical support to the program/camp?

YES   NO

Is the program/camp 30 minutes or less from Emergency Medical Systems (EMS)?

YES   NO

If the camp is 30 minutes or less from EMS, does the program/camp require adults with certification from a recognized provider of training in First Aid and CPR to be on duty at all times?

YES   NO

If the camp is 30 minutes or more from EMS, does the program/camp require adults with certification from a recognized provider of training in Wilderness First Aid and CPR to be on duty at all times?

YES   NO
OPERATIONAL MANAGEMENT

OM-1: Emergency Preparedness

The phrase "natural disasters and other reasonably foreseeable emergencies" includes natural disasters that are typical of the area (e.g., storms, earthquakes, fires, floods), as well as emergencies such as power outages and other local threats. Emergency procedures should be specific to the site, staffing, type of camp operation, and campers. The complexity of procedures will vary based on camp location, type of operation, staff responsibility for supervision of individuals, and availability and responsibility of staff when rental groups are present. Procedures should include contact of local emergency officials.

Demonstration of Compliance

Written Documentation:
- Emergency plan listing actions for foreseeable emergencies

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Rental Groups

Does the program/camp have a written emergency plan specific to the site location, nature of program, and participants that includes what to do in case of emergencies and is rehearsed with program staff?

YES  NO
OM-2: Emergency Preparedness

The program/camp should include procedures for the event that a camper/staff goes missing. Procedures should include appropriate steps to contact camp authorities, local and state emergency resources, and parents or guardians. These procedures should specify responsibilities of staff in carrying out procedures with individual campers in day and resident camp and assisting short-term program participants.

Demonstration of Compliance

Written Documentation:
- Copy of the search-and-rescue procedures shared with staff

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Rental Groups

Does the program/camp have a copy of the search-and-rescue procedures that are given to staff and reviewed prior to the start date?

YES  NO
OM-3: Incident Reporting

The program/camp should include procedures documenting circumstances, witnesses, and actions in serious situations that result in, or nearly result in, injury, or danger to individuals. The camp operator/director has the responsibility to determine the level of severity or seriousness of incidents that must be reported.

Examples of "incidents" and "accidents" include illness or injury requiring professional medical treatment; fires; natural disasters; crises arising out of camper, staff, or rental group behavior (e.g., fighting, serious emotional outbursts, threatening others); or other situations posing serious safety threats.

Examples of "near miss" and "emergencies not resulting in injury" may include lost campers, near drowning, or the use of drugs or alcohol by staff or participants.

Maintaining accident reports for injuries that require professional medical treatment is important.

Demonstration of Compliance

Written Documentation:
- Copy of blank accident/incident report to be used by staff
- Randomly selected completed reports

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Rental Groups

Does the program/camp have a copy of the incident/accident report/form that is utilized on the day-to-day operation of camp?

YES  NO
OM- 6: Release of Camper

The program/camp should include procedures for checking in and releasing participants/campers to authorized persons during program/camp (e.g., a visit) or at the end of the program/camp day/session. These procedures may include the policy that the program/camp will follow in the event a minor is not picked up within a reasonable time at the end of a day/session (e.g., supervision).

In the event that a camper does not arrive for a scheduled day/session, these "absentee campers" are participants that are not present when the camp expects to assume responsibility for those individuals. The policies should specify a time frame when this check is to be completed. In the event that a camper/participant arrives past the normal check-in time, policies should state a course of action to verify late arrival and provide supervision.

Demonstration of Compliance

Written Documentation:
- Check in & Check out Procedure
- Camper release information
- Procedure for verifying absence
- Procedure for late check-in

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Rental Groups

Does the program/camp have a check in and check out procedure and is the participant/camper release information available?  
YES  NO

Does the program/camp provide a procedure for verifying absences?  
YES  NO

Does the program/camp provide a procedure for early check out?  
YES  NO

Does the program/cam have a procedure for late check-in?  
YES  NO
OM-7: Parental Permission Form

All youth programs must use the Clemson University Parental Permission Form and Release of Liability for Youth Programs (located in the Clemson University Youth Programs Guide) OR another Release of Liability approved by Clemson University Office of General Counsel.

Demonstration of Compliance

Written Documentation:
- Copy of blank form used by program/camp
- A sample of participants completed forms

Applies to:
- Day programs/camps
- Residential programs/camps
- Short term resident programs/camps
- Rental Groups

Does the program/camp require parents to sign a release of liability prior to participation in the camp/program?  

YES  NO
OM -8: Records Retention

Programs participants’ information should be retained according to the retention schedule below. Records may include the following types of information: personal data of participants, such as, name, address, date of birth, name of parent/guardian; personal medical data, such as, medication taken, health history, immunizations; special needs, such as, dietary restrictions, allergies, disabilities, behavioral disorders; proof of insurance coverage, assumption of risk statement; and related information. This information may be retained either physically or electronically.

Demonstration of Compliance

Written documentation:

• Written procedure for record retention.

Applies to:

• Day programs/camps
• Resident programs/camps
• Short-term resident programs/camps
• Programs/camps serving rental groups

Does the program/camp maintain program participants information, including participant demographics, health forms, program staff or visitor paperwork, etc. in accordance to the above retention schedule?

YES   NO
TRANSPORTATION (T)

T-1: Transportation

All youth programs that transport their participants must comply with Clemson University transportation requirements established by the Office of Risk Management and are reflected in the following standards:

Transportation Standards M-2 thru M-10.
T-2: Medical Emergency Transportation

To Be Drafted
T-3: Nonpassenger Vehicles

The purpose for this standard is to prohibit/NOT transport participants in the back of a pickup truck or trailer. All participants must be in their own seat and must wear a seatbelt when being transported in vehicles on public roads except when participants are transported using public transportation or school buses. The only exceptions are:

- When wagons or trailers are used for hayrides, or similar activities, at slow speeds (5-10 miles per hour) off public roads, and where protective devices are provided to keep participants from falling out or off of the vehicle
- When participants are participating in a county-approved parade

Rental Groups should be made aware of this standard.

Demonstration of Compliance

- None

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

Does the program/camp prohibit the transportation of persons in vehicles or parts of the vehicle not designed for passengers?  

YES NO
T-4: Transporting in 12 or 15 Passenger Vans

South Carolina state law (56-5-195, SC Code of Law) is commonly referred to as Jacob's Law, which provides in effect Prohibits the transportation of participants in 12 or 15 passenger vans other than short trips around campus (within 5 mile radius of campus as shown directly following the Operating Standards) or when reasonably expected speeds do not exceed 35 miles per hour. Excepted from this requirement are 12 or 15 passenger vans that have been appropriately modified to mitigate the risk of rollover.

Demonstration of Compliance

- None

Applies to:
- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

Does the camp/program prohibit the transportation of participants in 12 or 15 passenger vans?

YES  NO
T-5: Vehicle Safety Procedures

These camp/program vehicle safety standards are intended to promote safety, minimize risk and help directors and administrators to consider vital aspects of vehicular safety.

Vehicles are to be operated within the passenger seating limits established by the manufacturer and all passengers are to remain seated and wear restraint devices (when provided and under applicable state regulations) while the vehicle is moving.

Program/camps must have a list of persons in the vehicle. This list can be in the vehicle or readily accessible at another location.

All vehicles used to transport participants or staff must have a First Aid Kit on board. Program/camps are encouraged to equip vehicles with other “emergency accessories” as necessitated by vehicle use and/or activities.

Programs/camps should have a procedure for orderly arrival and departure of vehicles, the unloading and loading of vehicles, and strategies for supervising the area and people in it during that time.

Demonstration of Compliance

Written Documentation:

- Transportation policies that address items in this standard

Applies to:

- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

In transporting persons, does the camp/program require:

Loading vehicles only within the passenger seating limits established by the manufacturer of the vehicle?  

All passengers remain seated while the vehicle is moving?  

All persons wear restraint devices when provided and required?
T-5: Vehicle Safety Procedures (cont.)

All motor vehicles used by the youth program are equipped with first aid kits?  
YES  NO

A list of persons on each trip, available either in the vehicle or reliable accessible in another location?  
YES  NO

Have procedures for the orderly arrival and departure of vehicles and for the unloading and loading of vehicles?  
YES  NO
T-6: Private Vehicle Use

The intent of this standard is to prohibit the transportation of participant’s in personal vehicles for camp/program business. In cases where camps/programs allow the use of private vehicles to transport participants then the owner must provide “proof of insurance” and written permission to use their vehicle(s) for transportation for camp/program business. Permission is assumed if the owner is driving his or her own vehicle.

Demonstration of Compliance

- Randomly selected “proof of insurance” and written authorizations from vehicle owners

Applies to:
- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

Does the camp/program allow the use of personal/private vehicles to transport participants?  

YES  NO
T-7: Safety Checks and Mechanical Evaluations

Programs/camps should implement a system of regular maintenance and safety checks on vehicles used for transportation that are owned by Clemson University.

The intent of this standard is for programs/camps to establish a frequency and process for safety checks on vehicles used to transport persons. This safety check should include the checking of all the following items frequently:

A. Tires for proper inflation and wear,
B. Lights,
C. Windshield and wiper condition,
D. Emergency flashers
E. Horn,
F. Brakes,
G. Mirror, and
H. Fluid levels.

Demonstration of Compliance

Written Documentation:
- Policy for vehicle safety checks; and
- Completed checklist for selected vehicles

Applies to:
- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups
T-10: Driver Requirements

Verify the acceptable driving record and experience of any drivers. All drivers must be at least 18 years of age, have a driving record that has been reviewed within the last 12 months and have the appropriate license for the vehicle that is being driven. All other Operating Standards apply (in particular, please review SS-1 & SS-2).

Demonstration of Compliance

Written Documentation:
• Application and receipt for securing Drivers License Screening; and
• Verification of appropriate license for the vehicle being driven.

Applies to:
• Day camps
• Resident camps
• Short-term resident programs
• Camps serving rental groups

Does the camp verify that all drivers meet the following requirements?

Are all drivers over the age of 18? YES NO

Driving record has been reviewed within 12 months for year round employees and within four (4) months for seasonally hired drivers? YES NO

Driver has the appropriate license for the vehicle that is being driven? YES NO

Current accepted Defensive Drivers Training? YES NO
INSURANCE COVERAGE FOR LIABILITY, PERSONAL INJURY AND PROPERTY DAMAGE

INS - 1: Accident and Illness Insurance

Program/camp administrators need to purchase insurance coverage for all resident youth program participants ($0.40/person/day).

Other helpful Insurance information can be found in Section Four of the Clemson University Youth Programs Guide.

Demonstration of Compliance

Written documentation:
- Verification of insurance coverage for participants

Applies to:
- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

Does the program/camp purchase, for all resident youth program participants, insurance coverage for liability, personal injury and property damage?

YES  NO
SPECIAL NEEDS

S&FL: Special Needs Participants

All youth programs/camps must comply with state and federal laws and regulations regarding individuals with disabilities. Any questions should be referred to the Office of the General Counsel.

Compliance Demonstration

- None

Applies to:
- Day camps
- Resident camps
- Short-term resident programs
- Camps serving rental groups

Does the program/camp follow all applicable state and federal regulations/guidelines regarding individuals with disabilities?

YES NO
PROGRAM ACTIVITIES (PA)

PA – 1: Annual inspection of adventure/challenge course elements

A qualified Association for Challenge Course Technology (ACCT) builder/vendor should annually inspect all course elements for integrity of hardware, materials, and equipment and provide the camp with a written report that includes recommendations for repair, replacement, and potential closure of an element.

Program/camp adventure/challenge courses as well as “Public” adventure/challenge courses must be properly inspected.

Demonstration of Compliance

Written documentation:
- Procedures outlining inspection
- Inspection report

Applies to:
- Day programs/camps
- Resident programs/camps
- Short-term resident programs/camps
- Programs/camps serving rental groups

Does an accredited builder/vendor from the Association for Challenge Course Technology annually inspect the adventure/challenge course elements for safety?

YES  NO
PA – 2: Spotters and Belayers

All adventure/challenge activities require some level of spotting or belaying. The type of activity(s) varies and will require different levels of instruction and competency. All spotters and belayers should receive activity specific instruction on proper procedures and training.

Demonstration of Compliance

Written documentation:
- Verification of training, Staff training schedule
- Staff training materials, training manuals, agenda, etc.

Applies to:
- Day programs/camps
- Resident programs/camps
- Short-term resident programs/camps
- Programs/camps serving rental groups

Does the program/camp require that spotters and belayers be trained on proper procedures and directly supervised until competency is demonstrated?  

YES  NO
H-1: Clemson University Housing

All youth programs that use Clemson University Housing must comply with all housing guidelines. Clemson University Housing guidelines can be found in Section Three of the Clemson University Youth Programs Guide and Operating Standards.

Demonstration of Compliance

Written documentation:
- Signed Acknowledgement of Understanding of the Clemson University Operating Standards for Youth Programs.

Applies to:
- On Campus Residential programs/camps
- On Campus programs/camps serving rental groups

Does the Youth Program follow all housing guidelines set by Clemson University Housing?  

YES  NO
PARKING SERVICES (P)

P-1: Clemson University Parking Services

All youth programs that use Clemson University facilities on campus must comply with all Parking Services rules and regulations. Clemson University Parking Services rules and regulations can be found in Section Seven of the Clemson University Youth Programs Guide and Operating Standards.

Demonstration of Compliance

Written documentation:
  • Signed Acknowledgement of Understanding of the Clemson University Operating Standards for Youth Programs.

Applies to:
  • On Campus Residential programs/camps
  • On Campus programs/camps serving rental groups

Does the program/camp follow all Parking Services rules and regulations?  YES  NO
DINING SERVICES (D)

DINING -1: DINING SERVICES

All youth programs that use Clemson University facilities on campus must comply with all Dining Services and conference guidelines. Clemson University Dining Services and conference guidelines can be found in Section Eight of the Clemson University Youth Programs Guide and Operating Standards.

Compliance Demonstration

Written documentation:
- Signed Acknowledgement of Understanding of the Clemson University Operating Standards for Youth Programs.

Applies to:
- On Campus Residential programs/camps
- On Campus programs/camps serving rental groups

Does the program/camp follow all Dining Services and Conference guidelines set by Clemson?

YES  NO
NEW OPERATING STANDARDS ADDITIONS/CHANGES –
All Operating Standards additions/adjustments will be completed by October 15th of the fiscal year. If a standard is added or adjusted after October 15th, the PcPO will issue a memorandum that will be distributed to all program directors/owners/operators, that quantifies why adding/adjusting the standard(s) was necessary.
EXEMPTION REQUESTS –
If you believe there is a reasonable basis for your youth program to be exempt from an Operating Standard, you may submit an Exemption Request to be reviewed by the Advisory Board of the Pre-Collegiate Programs Office. Exemption Requests must be submitted at least thirty days prior to the youth program’s start date, but please allow as much time as possible and have a contingency plan for the possibility that your request is denied. Upon request, the PcPO will provide a form/template for the exemption requests.
Youth Programs Classification Table

Please review the following table (the *Youth Programs Classification Table*) to see where your youth program(s) fit(s) in the overall imprint of programming at Clemson University. Please review *standard variances* that apply *only* to your youth program classification. There are seven (7) classifications of youth programs. Please find the category your youth program is in and review the notes in the same column. If you need help to determine your program’s classification, please contact the Pre-Collegiate Programs Office at 864-656-5535.
<table>
<thead>
<tr>
<th>Clemson University employees or affiliates are undertaking custodial care or care and supervision for participants</th>
<th>Clemson University employees or affiliates are NOT undertaking custodial care or care and supervision for participants (i.e. – guardian(s) are present throughout ALL youth programming OR youth program is NOT directed or operated by a Clemson University employee or affiliate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clemson University Residential Youth Program 6+ Nights</td>
<td>Clemson University Residential Youth Program 1 – 5 Nights</td>
</tr>
<tr>
<td>Must go through the approval process and abide by all Operating Standards.</td>
<td>Must go through the approval process and abide by all Operating Standards.</td>
</tr>
</tbody>
</table>
Acknowledgment of Understanding of the Clemson University Operating Standards for Youth Programs

I acknowledge that I have read and understand the Clemson University Operating Standards for Youth Programs. I agree to abide by the policies written within the Clemson University Operating Standards for Youth Programs. My youth program is, or will be by the beginning of the youth program, in full compliance with all of the aforementioned Clemson University Operating Standards for Youth Programs and will maintain compliance during the operation of the youth program. I understand that failure to abide by the Clemson University Operating Standards for Youth Programs will result in consequences up to and including termination of the youth program, as well as appropriate employee disciplining, up to and including termination of employment. I understand that termination of the youth program will result in the loss of access to on-campus summer housing. After initialing each page, please submit this signed form to the Pre-Collegiate Programs Office via email to pcpoffice@clemson.edu or by logging into your account and uploading the file with your youth program’s application (preferred method).

Print Name:
___________________________________________________________________

Position:
___________________________________________________________________

Youth Program:
___________________________________________________________________

Signature:
___________________________________________________________________

Date:
___________________________________________________________________

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