


Pre-collegiate Programs Operating Guide

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SUBJECT: Pre-Collegiate Programs	Effective Date: 2-1-16	Policy Number: 3.1	
	Amended: 4-30-18; 8-21-17		
	Supersedes: New	Page 1	Of 8
	Responsible Authority: Vice President, Student Affairs		



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.

All programs covered by this policy must submit an Acknowledgement of Understanding of the Florida Atlantic University Operating Standards for Pre-Collegiate Programs AND the Pre-Collegiate Programs Application. Yearly submission is required for both documents.

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. *Minor*: Individuals under the age of 18 who have not graduated high school, and are not enrolled in the University.
3. *Participants*: Children participating in a program covered by the aforementioned Pre-Collegiate Programs (or Pre-Collegiate Programs) Policies and Procedures; when used herein refers to both the singular and the plural, i.e., participant or participants.
4. *Pre-Collegiate Program*: A program organized for individuals under age 18, including but not limited to summer, vacation, or after-

11. *Continuing*: No break of employment or volunteer time greater than 90 days.
12. *Emergency*: A sudden and unforeseen imminent situation **requiring** immediate remedy or action to preserve the safety of the children in program staff's custodial care.

POLICY:

I. GENERAL PROGRAM STAFFING REQUIREMENTS (SR):

1. **SR-1: Director/Owner/Operator** – The Pre-Collegiate program director/owner/operator must have at least two prior years of administrative or supervisory experience in the type of Pre-Collegiate program he/she is responsible for directing, **OR** five years of academic experience or content area expertise in the responsible program. The program director/owner/operator must also hold a bachelor's degree or appropriate professional certification related to the responsible program. (*Supporting documentation must be submitted to PcPO with program application.*) All program directors/owners/operators must complete and pass a level 2 background check pursuant to Florida State Law.
2. **SR-2: Program Staff** – 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 **oldest** program participant(s). Pursuant to Florida State Law, all program staff must complete and pass a level 2 background check through FAU Human Resources (HR). A list of all program staff must be submitted to the PcPO prior to the first day of the program.

II. PROGRAM STAFF SCREENING REQUIREMENTS (SS):

1. **SS-1**: The following screening requirements apply to all new paid **and unpaid** program staff with unsupervised access to participants:
 - **SS-1A**: Background check in accordance with Florida law and Florida Atlantic University Human Resource policy;
 - **SS-1B**: Check of the National Sex Offender Registry through the Florida Atlantic University Human Resource Office;
 - **SS-1C**: Driver's License Screen through the Florida Atlantic University Human Resource Office for anyone transporting participants in a vehicle;
 - **SS-1D**: Personal Interview of the individual by the director/owner/operator of the Pre-Collegiate program or his/her designee; and
 - **SS-1E**: Check of References – Either speak to **and** document or obtain a written recommendation from two individuals that the prospective program staff member has known for at least a year and who are not family members or friends. Be sure to ask these references if there is any reason the prospective program staff member should not work with participants (a sample document for memorializing reference checks can be found in the Florida Atlantic University Pre-Collegiate Programs Guide).
2. **SS-2**: The following screening requirement applies to all continuing paid **and unpaid** program staff with unsupervised access to participants:
 - **SS-2A**: On an annual basis, complete a Florida Atlantic University Disclosure Statement for Pre-Collegiate Camps/Programs identifying any criminal charges or convictions since the prior year (a sample Florida Atlantic University Disclosure Statement for Pre-Collegiate Camps/Programs can be found in the Florida Atlantic University Pre-Collegiate Programs Guide);

SP-3: One-to-one interactions should be avoided to the extent possible. For example, in situations that require a personal conference, the meeting or activity should be conducted in view of other adults or participants (“**out in the open**”). This includes both adult-to-participant and participant-to-participant contact.

SP-4: Behavior Management and Discipline: Pre-Collegiate program directors should develop written policies and procedures to implement fair and consistent disciplinary steps that are appropriate to the participants’ ages, the Pre-Collegiate program and the situation. Discipline policies shall not include corporal punishment.

V. MEDICAL CARE (M):

M-1: All Pre-Collegiate programs must develop procedures for handling medical issues and medical emergencies.

- **M-1A:** All Pre-Collegiate programs should use the Florida Atlantic University Pre-Collegiate Program Health Examination Form (located in the Florida Atlantic University Pre-Collegiate Programs Guide), which includes a Permission to Treat clause (to be completed by Parent or Guardian) and the Medical Statement (to be completed by Licensed Medical Personnel). If your Pre-Collegiate program does not use this form, please submit your form for review.
- **M-1B:** All Pre-Collegiate programs should use the Form for Permission to Administer Medication (to be completed by Parent or Guardian) for participants who require medication during the Pre-Collegiate

- **T-3: 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
- **T-4:** Prohibit the transportation of participants in 12 or 15 passenger vans. Excepted from this requirement are 12 or 15 passenger vans that have been appropriately modified to mitigate the risk of rollover;
- **T-5:** Load vehicles only within the passenger seating limits established by the manufacturer of the vehicle;
- **T-6:** Require that all passengers remain seated while the vehicle is moving;
- **T-7:** Require that all motor vehicles used by the Pre-Collegiate program be equipped with first aid kits;
- **T-8:** NOT allow the use of private vehicles to transport participants;
- **T-9:** Implement a system of regular maintenance and safety checks on vehicles used for transportation that are owned by Florida Atlantic University; and
- **T-10**

Services and conference guidelines can be found in the Florida Atlantic University Pre-Collegiate Programs Operating Guide.

XII. COMPLIANCE WITH STATE AND FEDERAL REGULATIONS REGARDING DISABLED INDIVIDUALS (DSB)

DSB-1:

federal laws, including required background screenings and will maintain that documentation. PcPO will issue, implement, review, and update policies and procedures as needed.

Discrete Pre-Collegiate Program

Each Program Director is responsible for notifying PcPO of such program operations. Program Directors are also expected to comply with all accrediting standards, regulations, rules, and policies as it pertains to their specific program area and the pre-collegiate program offered.

Human Resources

Human Resources shall screen all program staff participating in pre-collegiate programs as required by law. Human Resources will collaborate with Program Directors and PcPO to manage any changes to program staff.

Risk Management

Risk Management is responsible for reviewing incident reports and providing support to PcPO programs during post-incident investigations and service recovery efforts. PcPO programs will report incidents directly to the university's risk management department who will record and house the reports for safekeeping. Risk management may also provide support related to insurance claim filings and/or liability questions in conjunction with the university's general counsel.

Athletics

Athletics shall work with PcPO on all such FAU-s0 Td prk edand8.9(er)-5.9(y)8. (-)Tj -0t,19 h.6(pr)

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To be completed for incidents involving injury or potential injury to employees, attendees, visitors and/or general public.

Name of injured person _____ Date of Birth _____

Home Address _____

Home Phone _____ Work Phone _____

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Incident Date _____ Time _____ am/pm Location _____

Description of what happened _____

Report what you think contributed to the incident/accident _____

Was injured party taken to hospital or doctor? Yes ____ No ____

If yes, name of facility _____

How injured-party was transported _____

Type of injury (ex: cut, puncture, burn, slip & fall) _____

State body part injured _____ Right _____ Left _____

Witness to incident/accident? Yes _____ No _____

Name _____

Address _____ Phone _____

Reported to security/police: Yes _____ No _____ Officer's Name _____

Name of Police Department responding _____

(Attach copy of police report to this form)

I acknowledge that I have read and understand Florida Atlantic University Policy Number 3.1, for Pre-collegiate Programs, and agree to abide by its terms. My pre-collegiate program is, or will be by Day One of the program, in full compliance with the aforementioned policy. I understand that compliance with Policy Number 3.1 is a pre-condition to operation of the program and that I am responsible for conducting the program in accordance with Policy Number 3.1 throughout the program's duration.

Please submit this signed form to the Pre-Collegiate Programs Office via email to pcpo@fau.edu.

Print Name: _____

Position: _____

Pre-collegiate
Program: _____

Signature: _____

Date: _____

I certify that the foregoing information I have provided is true and correct, and I give consent for another background check.

< Date >

< Program >

< Program Director >

<Dear Program Standards Director,>

<Program College/Division/Unit> will host the aforementioned Pre-Collegiate program(s).

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Permission to Treat or Administer Emergency Medical Care/Authorization to Release Medical Information

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Health Care Provider Information:

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