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# Camps and Programs for Minors Annual Training



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# Meeting Agenda

- Child Abuse and Neglect
  - UPD
- Environmental Health and Safety
  - CPR
- Human Resources Department
- Department of Community Relations and Event Services
  - Athletics camps and clinics
  - Procedures for camps/programs
    - Ideal - Logic



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# TAMUS Rule 24.01.06

## TAMIU RULE 24.01.06.L1

### Programs for Minors

- Programs for minors sponsored and operated by members of The Texas A&M University System (system) and third-party programs using member facilities must follow this regulation. This regulation requires child abuse training for employees/volunteers of programs for minors and establishes systemwide standards for such program
- .Texas A&M International University (TAMIU) is committed to providing a safe environment and meaningful experience to minors participating in recreational, athletic, enrichment, and educational camps and programs for minors (CPMs).
- This rule establishes TAMIU-wide guidelines and standards for operating CPMs that are sponsored and operated by TAMIU and by third-parties using TAMIU facilities and resources. CPMs sponsored and operated by TAMIU and third-parties shall be administered in accordance with **System Regulation 24.01.06**, Programs for Minors and this rule. This rule requires child protection training for all employees/volunteers of CPMs.
- For purposes of this rule, subsequent references to “CPMs” shall be construed to include both CPMs sponsored by TAMIU and CPMs sponsored by third-parties.

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# Compliance

## 6.1 Background Screening and Training

6.1.1 The background screening, compliance and reporting requirements specified by System Regulation 24.01.06, Programs for Minors, will apply to all individuals, including faculty, staff and graduate students who are providing direct supervision of the minor and are so designated.

6.1.2 Sponsors are responsible for ensuring that all staff who provide direct supervision for a minor complete all required trainings prior to having contact with minors.

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# Child Abuse and Neglect

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# DEFINITION OF A CHILD

The Texas Administrative Code (25 TAC § 1.203) defines a child as,

“A person under 18 years of age who is not and has not been married or who has not had the disabilities of minority removed for general purposes.”

<http://policies.tamus.edu/24-01-06.pdf>



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# WHAT IS CHILD ABUSE?

According to **Chapter 261 of the Family Code**, child abuse is an *act* or *omission* that *endangers* a child's physical, mental, or emotional health and/or development. Child abuse may take several forms:

- Physical
- Emotional
- Neglect
- Sexual

## Emotional Abuse

Any **attitude** or **behavior** that interferes with a child's *mental health*, *social development*, or *psychological functioning*.

Examples include making fun of a child, name-calling, shaming, rejection, threatening, and attacking a child's self-image through labels or ridicule.

(Childhelp, 2012; What We Can Do About Child Abuse, 2006)

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# Neglect

- The *failure to ensure a child's* physical, medical, emotional, and safety *needs are met.*
- This includes a lack of supervision, inadequate provision of food, inappropriate clothing for season or weather, abandonment, denial or medical care, and inadequate hygiene.
- (Childhelp, 2012)

# Physical Abuse

- Any *non-accidental bodily harm or injury* to a child. This includes hitting, kicking, slapping, shaking, burning, shoving, whipping, and any other use of physical force.
- (Childhelp, 2012)





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# Sexual Abuse

- Child sexual abuse or molestation is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, or developmentally ready.
- The Texas Administrative Code (25 TAC) defines Sexual Abuse as:

“Any sexual activity, including any involuntary or nonconsensual sexual conduct that would constitute an offense under the Penal Code 21.08 (indecent exposures) or Chapter 22 (assaulting offenses), involving a facility and a patient or client. Sexual activity includes but is not limited to kissing, hugging, stroking, or fondling with sexual intent; oral sex or sexual intercourse; any request, suggestion, or encouragement for the performance of sex.”



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# Types of Sexual Abuse

- Child sexual abuse may be **violent or non-violent**, and many times the children are **not forced** into a sexual situation.
- Rather, children are **persuaded, bribed, tricked, or coerced**.
- All child sexual abuse is an **exploitation** of a child's **vulnerability** and **powerlessness** in which the ***abuser is fully responsible*** for the actions.



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# Child Abuse

- If a child has told you he/she has been abused or you suspect abuse...
  - ***DO NOT:***
    - Investigate to determine if the reported abuse is true
    - Ask leading questions  
*E.g. “That man touched you, didn’t he?”*
    - Make promises
- Notify the parents or the caretaker



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# Child Abuse

- **DO:**
  - Believe the child
  - Provide a safe environment
    - Be comforting, welcoming, and a good listener*
  - Tell the child it was not his/her fault
  - Listen carefully
  - Document the child’s exact quotes
  - Be supportive, not judgmental
  - Know your limits
  - Tell the truth and make no promises
  - Let the child know the information will not be shared with other children while acknowledging that in order to help the child, it will be necessary to discuss the situation with others that are in a position to help.

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# Child Abuse

Ask *only* the following four questions:

- What** happened?
- When** did this happen?
- Where** were you when this happened?
- Who** did this to you?

*Asking additional questions may contaminate a case!*



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# Reporting Abuse

You ***must*** report suspected or known abuse or neglect

- –The Texas Family Code Chapter 261 requires,

“...any person having **cause to believe** that a child’s physical or mental **health or welfare** has been adversely **effected by abuse or neglect** to **immediately make a report** to law enforcement.” This law also **provides protection** for those who, **in good faith**, report or assist in the investigation of alleged or known abuse or neglect.

- You ***must*** report suspected or known abuse or neglect

“When a child **appears to be** in immediate danger or serious harm, **call 9-1-1** (where that service is available) or the nearest police or sheriff’s department to **ensure the fastest possible response time** to protect the child.”

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# Reporting Suspected or Reported Abuse

**Once the incident is reported to law enforcement, notification *will* be given to the Office of Continuing Education.**

Due to the sensitive nature of this type of report, it is important *to maintain the highest level of confidentiality and professionalism* when reporting.

*It is critical that the report be made as soon as possible.* The more time that elapses between the incident and the report, the more difficult it is for authorities to investigate and to get the child the necessary care.



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# CPS Contact Information

## **Texas Department of Family and Protective Services**

*4611 Foster Avenue*

*1-800-254-5200*

## **Child Protective Services**

*1500 N. Arkansas*

*956-728-7383*

## **Children's Advocacy Center**

*111 N Merida Dr.*

*956-712-1840*

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# UPD

**Chief of Police:** Cordelia G. Perez

956-326-2100

UPD-109C

[cordeilia.perez@tamiu.edu](mailto:cordeilia.perez@tamiu.edu)

**Assistant Chief of Police:** Roque Velasco

956-326-3416

UPD-109C

[Roque.Velasco@tamiu.edu](mailto:Roque.Velasco@tamiu.edu)

**University Police Department Dispatchers**

956-326-2100

UPD-130

[dispatcher@tamiu.edu](mailto:dispatcher@tamiu.edu)

Emergency (956) 326 – 2911

A FREE safety app - SafeZone

[go.tamiu.edu/updsafezone](http://go.tamiu.edu/updsafezone)



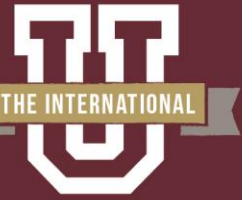
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# Environmental Health & Safety

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# Insurance Premiums

- Insurance will take effect on the first day camp begins.
- Below are the current coverage rates:
  - i. Non-Sports Camp Rates - \$0.24 per camper/day
  - ii. Sports Type Program Rates – \$0.39 per camper/day
- **\*\* (rates subject to change at time of renewal)**
- Relatively inexpensive for the coverage it has. Insurance has exclusions. Please contact EHS for these exclusions.



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# Submissions for Insurance

- Camp directors will be provided links through Ideal-Logic to submit a camp application, please include an estimated number of participants.
- Camp application number will be generated at the end.
- Enter this application number on your Ideal-Logic submission.

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# Camp Insurance Submission Example

- Thank you for submitting this new coverage request. Below are key details for your records:

**Camp Application Number:** CAMP2024-0175

**Member:** Texas A&M International University

**Type of Program:** Camp (K-12th Grade)

**Event Type:** Day and Overnight Camp

**Camp Name:** ESTEAM

**Department:** College of Education

**Event Coordinator Email:** [james.omeara@tamiu.edu](mailto:james.omeara@tamiu.edu)

**Reported By:** James G O'Meara

**Coverage Start Date:** 7/8/2024

**Coverage End Date:** 7/26/2024

**Estimated Participant Count:** 15.00

**Total Number of Days:** 19.00

**Estimated Premium:** 10.50

Link to Camp Application:

[https://live.origamirisk.com/Origami/Custom\\_CampApplication/view/911](https://live.origamirisk.com/Origami/Custom_CampApplication/view/911)

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# Insurance Camp Count

- Daily attendance must be kept. To facilitate this, please maintain daily rosters.
- Origami will remind camp directors via emails to submit final number of participants at the end of camp.
- The table below shows how to calculate participant count.

Example of Actual Number of Participant Calculation

	Day 1	Day 2	Day 3	Day 4	Day 5	Actual Number:
Day Only Campers	10	8	10	9	10	47
Overnight Campers	40	40	38	40	40	198
Total Number:	50	48	48	49	50	245

Actual Number of Day Campers = Green Cell (47)

Actual Number of Overnight Campers = Blue Cell (198)

Actual Number of Participants = Yellow (245)




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# Origami Example Email

- Howdy!  
It has been a week since **ESTEAM** has ended.  
Please use the below link to input your final participant numbers in the application.  
[https://live.origamirisk.com/Origami/Custom\\_\\_CampApplication/view/911](https://live.origamirisk.com/Origami/Custom__CampApplication/view/911)

The field names which need to be completed, as applicable, are:  
**Actual Number of Day Campers**(If Day Only Camp)  
**Actual Number of Overnight Campers** (If Day and Overnight or Overnight Only Camp)

**Actual Numbers = daily headcount x # of days. (example, 3 day camp with 10 campers attending each day. Actual Number = 30).**  
**This is mandatory, as the premium is calculated on final number of participants.**

Actual Number of Participants	<input type="text" value="0"/>
	
Actual Number of Day Campers	<input type="text"/>
Actual Number of Overnight Campers	<input type="text"/>
Number of Student Counselors *	<input type="text"/>

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# Accidents/Injuries

If an accident or injury occurs to participant; notify parents or guardians immediately.

- For severe injuries, call 911 or 956-326-2911 for assistance. You may utilize SafeZone for emergency response.
- Important to collect as much information as possible.

Fill out [Accident/Incident Report](#) (Found on [www.tamui.edu/ce](http://www.tamui.edu/ce) website)

## Things to Remember

1. Please eliminate high hazard/risk activities
2. If it seems unsafe, it probably is.
3. Don't assume. Ask questions.

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# Requirements

1. Risk assessment procedure to review and mitigate risks. These risk associated questions will be captured in your Ideal-Logic submission.
2. Purchase of insurance general liability and accident medical coverage insurance through System Risk Management (Origami) via Ideal-Logic.
3. Completion of Waiver Indemnification and Medical Authorization form by all program participants.



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# Contact Information

**Adrian Dominguez**

*Director, Environmental Health and Safety*

(956) 326-2756

[adrian.dominguez@tamiu.edu](mailto:adrian.dominguez@tamiu.edu)

UPD 160A

**Jessica Perez**

*Assistant Manager, Environmental Health & Safety*

(956) 326-2190

[jessica.perez01@tamiu.edu](mailto:jessica.perez01@tamiu.edu)

UPD 160B

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# CPR

- *CPM Directors and at least one paid staff must be Heartsaver First Aid CPR certified (must renew every 2 years).*
- Trainings for certifications can be *provided on-campus* by *TAMIU AHA Training Center* for a fee.
- CPM Director's or employees **MUST** notify the TAMIU AHA Training Center, 956-326-3067 or at [cpr@tamiu.edu](mailto:cpr@tamiu.edu) in advance to set up training
- Provide number of participants to be trained, and camp start date
- Courses will be set up to group together participants to fill a class (6 participants)
  - Will a first-aid kit be present at the camp or program activity location(s)?\*

[First Aid Kit](#)



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# HUMAN RESOURCES DEPARTMENT

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# HR Process

- HR will assist in the job description and submission of the requisition.
- Must be posted for a minimum of ten (10) days in Workday and Jobs @ TAMIU.
- All candidates must apply to the posting interested.
- Final selection, department must submit Matrix, Interview and Reference forms by the [schedule date](#).
- HR makes the offer to the candidates, not the department!
- Background checks will be processed for all positions.
- Volunteers are **NOT** allowed based on several components which include, required criminal history, but most importantly provisions under the Fair Labor Standards Act.

## **Section 33.99.14 (Criminal History Record Information – Employees and Candidates for Employment)**

**2.1** Every offer of system employment must be conditioned on receipt of an acceptable criminal history record information check. Every candidate for employment is required to complete the background check authorization/consent process.

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# Orientation

- ❖ All new/rehires must attend HR orientation.
- ❖ Orientation dates:
  - ❖ April 25, 2025
  - ❖ May 9, 2025
  - ❖ May 23, 2025

# Contact Information

Alejandra Saucedo

*Employment Coordinator*

(956) 326-3204

[alejandra.sauceda@tamiu.edu](mailto:alejandra.sauceda@tamiu.edu)



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# Department of Community Relations and Event Services

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# Booking a Room

When booking a room:

1. Ad-Astra – call Events for instructions.

2. [events@tamiu.edu](mailto:events@tamiu.edu)

3. 956-326-INFO (4636)

**What services do we take care of...**

- Police Department
- Technology
- Maintenance (custodial)
- Physical Plant
- Risk Management
- Communication with Aramark for special set up



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# Additional Services

## **Golf Carts(s)**

- Usage depends on availability.
- Week Notice
- They are only available to licensed TAMIU employees

## **Room Usage:**

- Rooms **MUST** be returned to original setting.
- Rooms are **NOT** a storage room.
- Fee for cleaning and returning room to original setting.



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# Contact Information

**Enrique E Botello**

*Director, Event Services*

(956) 326-2931

[enrique.botello@tamiu.edu](mailto:enrique.botello@tamiu.edu)

STC 127B

**Monica Manrique**

*Manager – Event Services*

(956) 326-2930

[monica.manrique@tamiu.edu](mailto:monica.manrique@tamiu.edu)

STC 127A

## ARAMARK FOOD SERVICES

**Carlos J. Rodriguez**

*Director of Food Services*

(956) 326-3054

[rodriguez-carlos3@aramark.com](mailto:rodriguez-carlos3@aramark.com)

SC 232

**Estefania Rodriguez**

(956) 326-2091

*Catering Coordinator*

[Rodriguez-Estefania@aramark.com](mailto:Rodriguez-Estefania@aramark.com)

STC 127C

- To see our catering menus/services please go to our link: <https://tamiu.catertrax.com/>
  - Questions can also be directed to [catering@tamiu.edu](mailto:catering@tamiu.edu)

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# Athletics Camps and Clinics

Contact: Henry Miller  
*Director of Athletic Compliance*  
(956) 326-2732  
[Henry.miller@tamui.edu](mailto:Henry.miller@tamui.edu)

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# Procedures for Camps/ Programs

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# PROGRAMS FOR MINORS

Program Requirements			
1	Attend Mandatory Training Session	Required Annually	FY25: 2/11/2025
2	Training Registration Set-Up	Meet with Office of Continuing Education	By Appointment Only
3	Once reviewed/approved	Set up your registration site	Log in to Ideal-Logic
4	All Programs for Minors Application Submittal	Submission required	60-day Deadline for Application
5	Programs National Criminal Background/Sex Offender Checks	Submit list of all staff members to CE	14 business days before 1st day of Program
6	All CPT/TDHS forms submittal	Submission required	5 Business Days before 1st day of Program
7	Roster	Submission required	On or before 1st day of Program and at end of Program
8	Incident Report	Submission required if any	Within 24 hours of incident

Program Director must hold a training with their staff before the start of program, which must cover the following:

- Child protection training
- [CPM Staff code of conduct](#)
- Emergency procedures / allergies
- [Incident report](#)

\*Submit a sign in with the [CPM Acknowledgement form](#) before the start of program

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# Camper to Staff Ratios

## As per American Camp Association Standards

### Camper to Staff Ratios

Camper Age	Number Staff	Overnight Campers	Day-only Campers
5 years and younger	1	5	6
6–8 years	1	6	8
9–14 years	1	8	10
15-18 years	1	10	12


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# Incident/Injury Report

		<h2>INCIDENT / INJURY REPORT</h2>		The Texas A&M University System System Risk Management A&M System Building, Suite 1120 200 Technology Way College Station, Texas 77845 Campus Mail Stop 1262 Phone Number: (979) 458-6330 Fax Number: (979) 458-6247	
Please PRINT or TYPE					
<b>TIME &amp; PLACE</b>	Date/Time of Incident		Location: Street, City, Building, Room No. (Be specific)		
	Type of Premises		Conditions		Police Report
<b>PREMISES CONDITION</b>	<input type="checkbox"/> Construction Site	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Dry	<input type="checkbox"/> Uneven Surface	Which Agency:  Report # _____  <input type="checkbox"/> Not Reported
	<input type="checkbox"/> Hallway	<input type="checkbox"/> Sidewalk	<input type="checkbox"/> Icy	<input type="checkbox"/> Other:	
	<input type="checkbox"/> Lobby/Entrance	<input type="checkbox"/> Stairway	<input type="checkbox"/> Snowy		
	<input type="checkbox"/> Office	<input type="checkbox"/> Street	<input type="checkbox"/> Wet		
	<input type="checkbox"/> Other:	<input type="checkbox"/> Classroom			
<b>INCIDENT DESCRIPTION</b>	Describe What Happened <i>(Use additional sheet if necessary):</i>				
<b>INJURED PERSON</b>	Name		Age	Phone No.	
	Address			Social Security Number:	
<b>DESCRIPTION OF INJURY &amp; MEDICAL TREATMENT</b>	Injury - <i>Describe the type, severity, and body part involved</i>				
	Was Medical Treatment Given?      Yes <input type="checkbox"/> No <input type="checkbox"/> Will seek treatment later <input type="checkbox"/>				
	Name of Medical Facility/Doctor		<input type="checkbox"/> Transported by Ambulance <input type="checkbox"/> Transported by Other: _____		
<b>PROPERTY DAMAGE</b>	Owner's Name		Address	Phone #	
	Describe the property and the damage:				
<b>WITNESSES</b> <small>Give the Full Name and Address of Each Witness</small>	Name	Address		Phone #	

Must submit  
within 24  
hours

Name/Title of the Employee completing this Report \_\_\_\_\_ Phone #: \_\_\_\_\_

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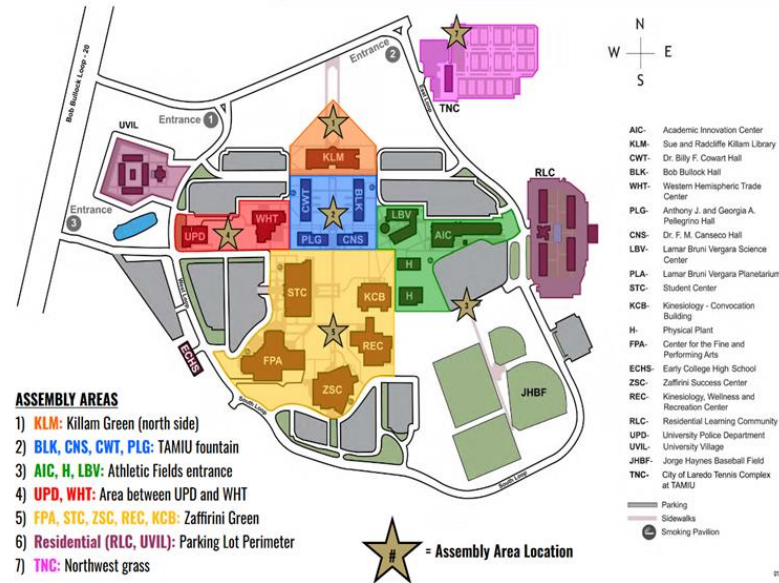
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# Emergency Assembly Plan



## EVACUATION ASSEMBLY AREAS



- Each campus building has its own designated Evacuation Assembly Area for individuals to congregate following a building evacuation. These assembly areas are primarily used for an evacuation due to a fire, suspicious odor, or other infrastructure-related emergency, and should not be utilized for severe weather or an active intruder incident which may require greater flexibility.
- Please note multiple buildings use the same area where possible for enhanced consistency, while also enabling enhanced safety and visibility for both first responders and those evacuating.

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# Participant Forms

- The following participant forms are embedded in Ideal – logic for sign/submit by parent or guardian.
- **Waiver, Indemnification, and Medical Treatment Authorization Form(per participant)**
- **Model Release Form for Minors(per participant)**
- **Medical Information & Release Form(per participant)**
- **Participant Roster(Submitted in any legible format on the first day and last day of CPM. Daily attendance must be kept for insurance purposes.**

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## Camps and Programs for Minors Staff Code of Conduct

This Code of Conduct applies to all Program/Activity Staff (“Staff”), working with minors in a University program or activity. Along with any Program/Activity- specific guidelines and procedures, Staff are required to comply with all applicable laws, University policies, and the requirements herein.

- (1) **General** – Staff should work cooperatively with youth, families, University faculty, other Staff, community members and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
  - Staff should represent the University and the Program/Activity with pride and dignity, behave appropriately, refrain from using profanity, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
  - Staff should respect, adhere, and enforce the Participant Code of Conduct as well as other rules, policies and guidelines established by the Program/Activity Administrator, including state laws and regulations.
- (2) **Two Adult Rule** – Generally, two Staff should always be present with a minor. When it is necessary to speak privately with a minor, meet in open, well-illuminated spaces or rooms within sight of other Staff.
- (3) **Mentoring** – Programs/Activities that involve mentoring or private instruction (tutoring, laboratory, music lessons, etc.) where there is only one Staff present should take place in a room or other space that is in full view from outside the room even when the door is closed. These Programs/Activities should only take place in authorized facilities, never a private residence.
- (4) **Time and Place** – Do not meet with minors outside of the established time or place designated for the Program/Activity.
- (5) **Transportation** – Never transport a minor without parent/guardian permission, and avoid being alone with a minor in a vehicle. All transportation should comply with the University and Program/Activity transportation guidelines and policies.
- (6) **Privacy** – The privacy of all individuals should be respected in situations such as toileting, showering and changing clothes. When it is necessary to supervise minors, at least two Staff should be present and only to the extent that the health and/or safety requires.
- (7) **Touching** – Do not touch minors in a manner that a reasonable person could interpret as inappropriate. Always avoid touching areas that are normally covered by swim suits. When hugging is appropriate, hug from the side over the shoulders, not from the front.
- (8) **Overnight** – When supervising overnight activities, Staff should not share sleeping areas with minors.
- (9) **Sexual Conduct and Communications** – Engaging in any sexual conduct, making sexual comments, telling sexual jokes, or sharing sexually explicit material (or assisting in any way to provide access to such material) with minors is prohibited. Staff must not engage or allow minors to engage them in romantic or sexual conversations, or related matters.

# Staff Code of Conduct Pg. 1



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- (10) **Online Communications** – Staff should not engage or communicate with minors through email, text messages, social networking websites, internet chat rooms, or other forms of social media at any time, except and unless there is an educational or programmatic purpose and the content of the communication is consistent with the mission of the Program/Activity and the University.
- (11) **Other Communications** – It is inappropriate for Staff to share sensitive personal information about themselves with minors, including information about financial challenges, workplace challenges, drug or alcohol use, promotion of particular religious or political beliefs, and romantic relationships.
- (12) **Discipline** – Any discipline used should be constructive, not humiliating or isolating. Physical punishment is not an appropriate form of discipline and IS NOT allowed.
- (13) **Photography** – Photographing minors is prohibited, except for Program/Activity-related purposes where the parent or guardian has executed a Photo and Media Release. Use of any device capable of recording and transmitting visual images in shower areas, restrooms, or other areas where privacy is expected is strictly prohibited.
- (14) **Gifts** – Staff may not provide gifts to minors independent of items provided by the Program/Activity.
- (15) **Administering Medication** – Medication must only be administered to a minor in accordance with the parent/guardian’s written instructions. Do not provide or administer medication without first consulting the Program/Activity Administrator.
- (16) **Substance Use Prohibited** – Do not use, possess or be under the influence of alcohol, illegal drugs, or any prescription medication that impairs your ability to perform your duties during the Program/Activity.
  - Do not condone others’ use of alcohol or illegal drugs during the Program/Activity.
  - Recognize that TAMIU is a tobacco-free campus and that smoking and tobacco use is prohibited.
- (17) **Non-Discrimination** – Staff must comply with TAMIU’s Non-Discrimination and Anti-Harassment Policy.
  - Hazing initiations are prohibited and may not be included as part of any Program/Activity.
  - Verbal, physical, and cyber bullying are prohibited.
- (18) **Report Injuries** – Report any accident, injury or illness of a minor immediately to the Program/Activity Administrator.
- (19) **Mandatory Reporter** – All Staff are considered mandatory reporters for purposes of the Policy and must report incidents involving sexual or physical abuse or neglect of a minor immediately to the Program/Activity Administrator, the TAMIU Police Department, AND the Texas Department of Family and Children Services (DFCS).

My signature confirms that I have read and understand this Code of Conduct. My signature further confirms that I agree to abide by this Code of Conduct. Failure to abide by this Code of Conduct may result in disciplinary action or sanctions against me, including but not limited to, removal from the Program/Activity, exclusion from future Programs/Activities, termination, and/or criminal prosecution.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature and Date

# Staff Code of Conduct Pg. 2



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# Ideal- Logic

Basic Information

Youth Program Staff

Youth Program

Program/ Session Information

Program / Session Operational

Compliance

Participant Well –being

Ideal – Logic has integrated all forms in one simple application process. The software will automatically email the corresponding staff to complete their background check and child protection training.

**\* Annual background check**

GO BEYOND >



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# Ideal- Logic

- The TAMU System has selected Ideal-Logic to be the registration system for all Camps and Programs for minors. Ideal-Logic covers both the TAMUS Compliance and TAMIU Registration Management processes.
- It provides the application process including staffing information/requirements, description of program/camp, risk assessment, insurance request, as well as approval of program. Program Directors will set up session information, payment, participant requirements on the Registration Management site.
- All Program Directors will be required to attend the Mandatory Training Workshop each year.
  - We will provide you with a link to the application for Campus Program for Minors – [Application Portal](#) (this is where we will report all minor activities on campus, all information is maintained and tracked by compliance staff.)
  - The application must be submitted by the Dedicated program Director to OCE 2 months prior to the start of the CPM.

GO BEYOND >





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# Procedures for setting up CPM's Registration Site and Invoicing

Ideal – Logic has integrated all forms in one simple application process. The software will automatically email the corresponding staff to complete their background check and child protection training.

Step 1: Log in and register your camp/program through the compliance portal of Ideal-logic. [Application Portal](#)

Step 2: Our office will receive your compliance registration request. Once approved you will receive an email confirmation.

Step 3: Our office will set up a meeting with you to walk you through the registration form.

Step 4: Access your program's registration portal on ideal-logic with the link provided during the scheduled meeting

Step 5: Make registration available to participants

**\*There will be a fee of \$6.00 per registration, in addition there is a \$23.35 minimum fee depending on jurisdiction for national background checks**

**\*As per Mr. Castillo, effective September 1, 2023, the Continuing Education Department is authorized to charge 50% of collected revenue as a penalty when camps and programs for minors' documentation is not submitted as per established deadlines.**

GO BEYOND >



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# Contact Information

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GO BEYOND >



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**Thank you!**

**Any questions please contact  
relevant department.**

**GO BEYOND>**