



# NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

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## EXTENDED CAMPUS: CONTINUING EDUCATION

### Program Operations and Standards

North Carolina A&T State University has developed the following operational guidelines and standards ("Standards") that all Programs operating under the Protection of Minors Policy at North Carolina A&T State University, where applicable, must follow. Any deviations, once approved by the Extended Campus, must be detailed in Program materials, including in the Program Description of the relevant Participation Agreement.

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## Program Registration & Approval

All programs involving minors must be registered with the Extended Campus. All staff, including program staff, athletic coaches, chaperones, and volunteers, must undergo a clear background check and complete the Protection of Minors training before interacting with minors, for N.C. A&T faculty and staff who wish to register for the program must first obtain approval from their chairperson or dean (or a designee designated in writing). All programming involving minors must be registered with the Extended Campus. For external academic program directors, you must secure a contract for facility space with the University Event Center before you register your program. For external athletic program directors, you must secure a contract from the Athletic Department. Once external program directors have secured the contract, you can register the program and upload a copy of the contract.

External program directors cannot proceed to secure housing or dining services, or Aggie One Cards, until you receive an approval email from the Extended Campus. Please note that the summer camp committee reviews all registered programs to ensure they meet all safety and university requirements. Once approved, the Extended Camp will email program directors, allowing them to continue making arrangements for housing, dining, and the Aggie One Card. Program directors may not contact these offices until they receive approval from the Extended Campus.

Program directors are responsible for registering their program, including designating program staff who have a clear background check and have completed training before interacting with minors. Programs can be registered as early as October with the Extended Campus. Program directors should include a comprehensive description of the program, along with contact information, a website or registration link, a contact person's details, their email address, phone number, and any associated costs.

Program approval is at the discretion of the Extended Campus Summer Program Committee. The Summer Program Committee included representatives from Athletics, Academic Affairs, Legal Affairs, Student Affairs, Human Resources, and the Extended Campus.

## Document Retention and Privacy

The program director should not allow any Minors to participate in the program without a completed application, health form, liability waiver form, code of conduct, and photo/media waiver. These forms can be generated and signed electronically using the Adobe Sign program. An electronic application can be created using Qualtrics or a paper application. Program directors must retain and safeguard copies of completed forms in their own department records for at least three years after the minor turns 18.

## Screening and Training

The program director will ensure all staff involved with minors complete a background check and is cleared with Human Resources before interacting with minors. The program director should email Human Resources at [hr@ncat.edu](mailto:hr@ncat.edu) an Excel spreadsheet containing the staff person's name and email address. Additionally, the program director is to copy the Extended Campus STEAM Program Manager on the email regarding the Protection of Minors training at least 30 days before the start of the camp program.

## Supervision Policies

### A. Child and Staff Ratios

The following supervision ratios recommended by the American Camp Association are to be maintained at all times. If the program has Minor participants from different age ranges, the lowest age range should be used to determine the appropriate supervision ratio. If the program is virtual, a minimum of two adults must be present at all times.

#### ***Day and Residential Program Ratios***

The following supervision ratios recommended by the American Camp Association are to be maintained at all times. If the program has Minor participants from different age ranges, the lowest age range should be used to determine the appropriate supervision ratio. If the program is virtual, a minimum of two adults must be present at all times.

#### ***Day Camp Ratios***

**Ages 6–8: 1 counselor: 8 campers**

**Ages 9–14: 1 counselor: 10 campers**

**Ages 15–18: 1 counselor: 12 campers**

## *Residential Summer Camps*

<i>Camper Age</i>	<i>Number Staff</i>	<i>Overnight Campers</i>	<i>Overnight Programs</i>
<b>5 years</b>	-	-	<b>Overnight not permitted</b>
<b>6–8 years</b>	-	-	<b>Overnight not permitted</b>
<b>9–13 years</b>	1	8	<b>Overnight not permitted</b>
<b>14-18 years</b>	1	10	Permitted

### B. Appropriate Supervision

Minors should be supervised with line-of-sight supervision at all times, including when traveling to different locations on and off campus.

### C. Prohibition of One-on-One Interaction

Program staff should not be permitted to have one-on-one interactions with minors, and programs should employ, at a minimum, the principle of "two deep leadership," which always includes the presence of a second adult. This is also known as the rule of three or more, meaning there should be at least two adults and one minor present at all times.

If one-on-one interaction occurs during the program, ensure the meeting or activity takes place in a public space, preferably in a room with windows that provide clear visibility, or in a space where the door can be left open. All interactions with minors should be open, observable, and interruptible.

### D. Code of Conduct for Program Staff

Adults interacting with minors must follow these expectations to avoid behaviors that could cause harm or be misinterpreted. Programs must educate their program staff on these requirements.

Do not be alone with a single minor, either in person or virtually. If one-on-one interaction is required, meet in a public space with windows that provide clear visibility into the room, or in a space where the door can be left open.

Do not engage in any sexual activity, make sexual comments, tell sexual jokes, or share sexually explicit material (or assist in any way to provide access to such material) with minors.

Do not shower, bathe, or undress with or in the presence of Minors.

Do not engage or allow minors to engage you in romantic or sexual conversations, or related matters, unless required in the role of counselors, or health care providers.

Do not meet with minors outside of established times for program activities.

Do not invite individual minors to your home.

Do 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 when there is an educational or programmatic purpose and the content of the communication is consistent with the program's mission and the university's values. In such events, two adults must participate in the communication or be copied on the correspondence. Whenever possible, use applications or emails that can track communication between program staff and minor participants.

Do not touch minors in a manner that a reasonable person could interpret as inappropriate.

Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. All incidents involving such conduct, whether or not required to protect a minor or others from harm, must be promptly documented and disclosed to the program director and the minor parent/guardian.

When transporting minors in a program, program staff cannot transport minors in person in a vehicle or a golf cart. Please review the Transportation Guidelines for additional information.

Do not use, process, or be under the influence of tobacco, alcohol, or illegal drugs, including marijuana and its derivatives (synthetics, vapes, waxes, edibles, oils, etc.), while assisting in the program, in the presence of minors, or at a program site. Do not provide directly to or assist in obtaining such substances for minors.

Possession of or use of any weapon or explosive device is prohibited.

Do not disclose information about a minor, such as their housing location, to anyone (except parents, legal guardians, applicable University staff, or law enforcement).

Do not take or post photos/videos of minors on social media, except as otherwise authorized by the program director and on official program social media accounts, and then only if a signed photo/media release form has been obtained from the parent/guardian.

North Carolina A&T Shuttle Buses or a State commercial vendor shall be used when transporting minors. An adult shall be present on the North Carolina A&T shuttle and commercial buses. No rideshares can be used to transport minors.

Do not provide gifts to individual minors.

Do not tell minors "This is just between the two of us" or use a similar language that encourages minors to keep secrets from their parent/guardians, other adults, or peers.

## E. Identification of Program Staff and Participants

Program staff must always distinguish themselves for easy identification. For camps, program staff should always wear shirts with the words "Staff" or name badges to identify themselves as staff and the program name. Program minors may **NOT** wear a name badge that displays their name, nor on t-shirts.

## Health and Medication Policies

### A. Review Health Forms

For athletic, residential, and multi-day Programs, all participants must submit completed health forms. The program director must review submitted Health Forms before the program begins to ensure Minors have completed all requirements, a licensed health care provider has signed off on any medications a Minor will bring to the program, and that the parent/legal guardian and a licensed health care provider have verified the minor's ability to participate in the program.

### B. Medication Management

#### **Summer Program Policy Statement**

The safety and well-being of all children participating in our summer program is a top priority. To ensure proper care and limit risk, the following **Medication Management Plan** outlines the expectations and responsibilities regarding medication during program hours.

#### ***Parent/Guardian Responsibilities***

**Daily Medication:** Parents/guardians are responsible for administering any prescribed or over-the-counter medication to their child **before arrival** each day. Program staff do **not** administer medication under any circumstances.

**Emergency Medications:** If a child has a known medical condition that requires emergency medication, such as an EpiPen, parents must:

Place the **EpiPen in the child's clearly labeled book bag** each day.

Inform program staff of the location and conditions.

Provide written emergency action instructions if applicable.

**Sunscreen:** Parents should apply sunscreen before arrival. If the child needs reapplication during the day, parents may send **sunscreen in a zip-lock bag in the child's book bag** and train the child to self-apply under staff observation, as permitted by age and ability.

#### ***Program Limitations***

Program staff are not permitted to store, handle, or administer any medication, including daily prescriptions or over-the-counter medications.

Staff can remind children to take their medications – parents/guardians should ensure this information is included on the health form with detailed instructions.

Emergency protocols will be followed in the event of a medical incident, including contacting emergency services and the child's parent/guardian.

## C. Immunizations

Immunizations for all athletic, residential, and multi-day programs must be obtained and reviewed prior to the start of programming, and they must comply with North Carolina requirements. Religious exemptions will be granted on a case-by-case basis by the program director. Additionally, immunization requirements apply to programs with participants from international countries.

## D. Student Health Center

In the event of a minor injury, program participants will be escorted to the Student Health Center for evaluation and treatment, and parents or guardians will be contacted immediately. For more serious injuries requiring advanced medical attention, the participant will be transported to the nearest hospital, and the parent or guardian will be notified without delay.

# Program Operation Policies and Procedures

## A. Incident Reporting Criteria

Please report all program incidents to the STEAM Program Manager with the Extended Campus. Additionally, program directors shall provide incident forms to staff for reporting. An incident is any event involving:

- Instances covered in the Protection of Minors Policy Reporting Requirements (for any such instances, additional reporting requirements may apply, as outlined in the policy);

- Other illness, serious harm, or risk of serious harm to a Minor;

- Possibility for a minor to be sent home from the program;

- Inappropriate behavior by a staff member towards a minor or by a minor towards another minor;

- Possibility for terminating the employment of a staff member;

- Involvement of police or law enforcement;

- Complaint from parents as it relates to the safety of a minor;

- Reported occurrence of sexual behavior by a minor participant or staff member;

Program directors are required to complete an incident report immediately if a student falls or sustains any injury, including scrapes, regardless of severity. In any instance, the parent/guardian needs to be informed and/or contacted.

If you are unsure whether an incident needs to be reported, please complete the incident form, inform the parent/guardian, and forward a copy to the STEAM Program Manager with Extended Campus as soon as possible.

## B. Emergency Preparedness Plan

Each program director must develop site-specific emergency procedures to respond to natural disasters typical of the area, active shooter incidents, and other reasonably foreseeable emergencies, such as chemical spills or utility failures, in conjunction with the North Carolina A&T State University Emergency Management Plan. These procedures should include guidelines on immediate actions to take, such as specific evacuation routes, lockdown procedures, or first aid steps to safeguard participants and staff, as well as a communications plan. Consider Aggie Alert as the official emergency plan for activation.

Emergency procedures must be documented in the Program Handbook for all program staff and participants. Staff and participants must be trained in their program-specific emergency procedures to ensure understanding and readiness. Specify that during evacuations, timely communication with guardians is crucial. Establish a protocol for notifying guardians about the evacuation, status, and where they can reunite with their minors. Include provisions for guardians to provide 24/7 contact available for emergencies.

## C. Transportation

The program director is responsible for ensuring that all guidelines in the Transportation Requirements for Minors are followed.

The program director shall utilize the A&T Shuttle buses or a state-approved commercial vendor. Program staff are not allowed to transport minors in their own personal vehicles or golf carts.

Minors are not allowed to arrange their transportation to and from program sites. If the program wishes to allow older participants to drive themselves to and from program sites, parents must sign the Teen Driver Authorization and Liability Waiver Form. Please consult with the STEAM Program Manager to develop clear check-in and check-out procedures. Older participants who drive to programs are only allowed to transport their siblings with the consent of a parent or guardian.

Minors are not permitted to use rides arranged through transportation network companies (e.g., Uber or Lyft) or similar ride-sharing arrangements, even if requested by their parent/legal guardian.

## D. Visitors and Observers



Visitors are typically not allowed during programs involving minors except in extreme circumstances or unless medically necessary and with prior approval of the Extended Campus. Visitors must check in and check out upon arrival and departure and must verify their identity with program staff if the the staff is unfamiliar with the visitor. Visitors are not permitted in residence halls after move-in has been completed.

Programs that permit parents and guardians to observe their children during certain activities, such as opening/closing ceremonies, competitions, or orientations, should designate a specific area, date, and time for observers.

Please be mindful that we must ensure the safety and well-being of minors in our programs. And while program staff have been screened and trained, visitors and observers have not.

## E. Drop-off and Pick-Up Procedures

All programs should develop a procedure for drop-off and pick-up, including policies for where cars can park, who is authorized to collect a minor, and what to do in the event a parent/legal guardian is late collecting a minor. Parking Services should be notified in writing at least one month prior to the program start date at [parking@ncat.edu](mailto:parking@ncat.edu).

## F. Use of Photographs, Recordings, and Participant Work

Per the photo/media release form, North Carolina A&T may make use of photos, videos, and audio recordings, or participate in North Carolina A&T products and publications, websites, and social media accounts. However, programs should be mindful of postings online or in print and ensure that they do not post any identifying information about the minor participant, such as first and last name. Products and photos with minors that parents who signed the photo/medical form do not want minors to appear in should not be used.

## G. Program Fee, Refund, and Withdrawal Costs Information

Programs should develop written policies for handling requested refunds of program fees and make this information available to parents/legal guardians, e.g., by posting it on the program website, registration sites, flyers, or including it in program materials. In addition, program directors shall utilize the university's processes and procedures for receiving and depositing camp fees with the university cashier's office (where applicable) using a university-approved FOAP.

## H. Insurance

All registered programs are required to secure accident insurance through the Office of Environmental Health and Safety. N.C. A&T has organized a multi-group policy through the N.C. Department of Insurance, which runs from May 1 to May 1 each calendar year. Each unique event hosted by a department should be registered separately with the Extended Campus to account for variability in participants and volunteers. Groups should avoid "double-counting" the same participants between sessions, as they are only required to pay for a participant under the policy once. This policy does not cover bystanders. To register, Program Directors must email the Office of State Fire Marshal-NCDOI COC Request Information to the Office of Environmental Health and Safety. Enrollment should be completed prior to the start of the program (15 days).

## I. Code of Conduct and Written Handbook

All programs are required to have a Code of Conduct for every participant. Programs are required to include these Standards, the Code of Conduct, and all other relevant information in a written handbook for participants, their parents/guardians, and program staff. Programs must also:

Develop staff training covering important information, including but not limited to:

- drop-off/pick-up procedures,
- supervision ratios & procedures,
- bathroom policies,
- program operation,
- schedule, including on-call scheduling for residential programs,
- incident reporting,
- staff code of conduct, including applicable N.C. A&T policies and procedures,
- emergency preparedness procedures,
- participant code of conduct that is signed by the parent/guardian and participant.

Provide pertinent information during orientation for program participants.

Provide parents/guardians with pertinent information, including the program handbook, prior to the start of the program.

## J. Aquatic Activities

Program participants are not permitted to swim in any N.C. A&T pool or external aquatic facilities. This policy applies to all minors involved in camps, youth programs, and other university-sponsored initiatives. The restriction is in place to prioritize participant safety, reduce institutional liability, and ensure compliance with university risk management protocols.

Program directors are responsible for ensuring that no swimming activities are scheduled or permitted as part of their program offerings. Alternative recreational activities that do not involve aquatic environments are encouraged. Any violations may result in program penalties, administrative review, or suspension of privileges to offer the program on campus. Questions regarding this policy should be directed to the Extended Campus STEAM Program Manager.

#### **Other Prohibited Activities:**

For the safety and well-being of all participants, North Carolina A&T State University strictly prohibits summer camp programs from engaging in high-risk recreational activities. These activities include, but are not limited to, rock climbing (indoor or outdoor), zip-lining, whitewater rafting, hiking in remote or unmonitored areas, go-karting, ATV riding, dirt biking, snowmobiling, parasailing, skydiving, bungee jumping, paintball, horseback riding, archery or shooting sports, use of mechanical rides, and any other activity deemed hazardous by the university or its insurance providers. Such activities pose significant safety and liability concerns and are not aligned with the university's commitment to maintaining a secure environment for minors. Program directors are expected to carefully review all planned activities and consult with the Extended Campus in advance to ensure full compliance with all applicable regulations. Any program found to be in violation may be subject to immediate suspension or cancellation.

## **K. Trips and Travel**

Single bed occupancy must be followed at all times. Room checks should be performed at varying intervals, and the program directors and staff performing room checks should not enter any room unless there is an emergency. A documented supervision plan should be in place during the night.

Programs are not permitted to take minors off campus without prior approval from the minor's parent or guardian. Additionally, please note your travel plans when registering for your program. Programs are not permitted to take Minors out of state or on an airplane without prior approval from parents/guardians. Also, this should be included in the program description for parents/guardians. All travel-related plans should be stated in the program description when registering your program with the Extended Campus.

## **L. Age Requirements**

No one under the age of 14 is permitted to participate in a residential program at North Carolina A&T.

Whether a participant is a minor and must adhere to these requirements depends on the participant's biological age at the time of registration. All policy requirements and standards must be followed throughout the entire program, even if the minor turns 18 after the program has begun.

If a minor turns 18 during your program, they must be treated as a minor for the entire duration of the program.

Minors under the age of 16 are not permitted to work (including internships, work-study, and volunteering) at North Carolina A&T or in a program covered by this policy, or participate in lab placements, except when participating in an approved public school-supervised tour. These age restrictions apply regardless of whether the work is performed in a paid or unpaid capacity, whether the event is classified as a North Carolina A&T-sponsored event, or whether the work is conducted under a third-party agreement.

## M. Residential Programs

All programs must be registered with the Extended Campus before securing housing. Minors are only permitted to reside in housing explicitly designated for their registered program. When partnering with another university, minors may be housed at either institution's approved residential facilities, provided all housing arrangements comply with North Carolina A&T's Protection of Minors Policy and are appropriately supervised.

Program Directors interested in hosting a Residential Program must register the program with [Housing and Residence Life](#) after securing approval from the summer camp committee. Residential programs are required to adhere to all the requirements outlined in these standards, including, but not limited to, the creation of written handbooks and programs. Program directors shall ensure that staff training covers essential information, such as bathroom/showering procedures, supervision, and procedures for room checks.

## N. Third Party Programs

Most programs for minors are hosted on North Carolina A&T's campus and by NC A&T staff. However, North Carolina A&T occasionally permits third parties to host a program on its campus or in its facilities. Any third party interested in hosting a program for minors at North Carolina A&T's academic camps must work with the University Event Center to arrange and secure facility space. External athletic camps (ex., Nike Track & Field) may work with the Athletic Department to secure a contract. Should the external athletic camp require classroom space, Athletics will work with the University Event Scheduler's Office to secure it. A formal agreement will be presented to all external third parties, and they may then register their program with the Extended Campus. Under no circumstances may the external third-party contact Housing or Campus Enterprises (Dining Services, Aggie One, or Parking Services) to secure accommodations Contracts until the contract has been secured and the camp registered with the Extended Campus. A copy of the contract must be uploaded when registering with the Extended Campus. The registered camp will be reviewed and approved by the Protection of Minors Summer Camp Committee.

## O. Labs

Pursuant to the University's Protection of Minors Policy, and per applicable federal and state regulations, minors are strictly prohibited from participating in activities involving hazardous chemical substances, including but not limited to Biosafety Level 2 (BSL-2) biohazardous materials. This restriction is enforced regardless of perceived risk, the use of personal protective equipment (PPE), or the presence of supervision.

This prohibition aligns with the Occupational Safety and Health Administration (OSHA) standards, the Centers for Disease Control and Prevention (CDC) Biosafety in Microbiological and Biomedical Laboratories (BMBL) guidelines, and the Federal Child Labor provisions of the Fair Labor Standards Act (FLSA), which expressly limit the types of work minors may engage in—particularly in environments involving exposure to hazardous substances. These standards are legally mandated to ensure the safety, welfare, and legal protection of minors and to mitigate institutional liability.

## P. Mentoring Programs

Many mentoring programs include a key component of one-on-one interactions and relationship building with mentees and Mentors, even minors. However, one-on-one interactions are prohibited at North Carolina A&T.

## Q. Minors Not Participating in University-Sponsored Activities

North Carolina A&T, as a research-2 university, is generally not a proper environment for minors unless they are participating in an authorized program or activity and are adequately supervised by adults who have the appropriate training and credentials. Accordingly:

North Carolina A&T students who have a minor relative, friend, or other guest staying with them on campus must comply with the Guest Policy under the [Housing & Residence Life Policies](#).

Daycare or babysitting services are not permitted except if provided by North Carolina A&T's Early Education and Child Development Center.

Pursuant to other university policies and applicable Federal or State laws and regulations, minors should not be present in certain facilities and environments.

In general, minors should not be left unsupervised on North Carolina A&T's campus. It is the responsibility of those who bring minors to campus (program directors or third-party organizations) to ensure appropriate supervision.

## Compliance and Violations of Policy

The Extended Campus will conduct periodic monitoring and reviews of registered programs to ensure compliance with these and other University policies, as well as the Protection of Minors Program Policy guidelines.

Violations of these standards by program managers and staff (temporary, student, volunteer, etc.) may result in disciplinary action, up to and including dismissal from employment, suspension, or expulsion from further on-campus programs for minors, and revocation of authority to act as a Program Director.

### For more information:

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