

Guidance for Youth Camps on the UMBC Campus per COMAR

The University of Maryland, Baltimore County (UMBC) is committed to the safety of all individuals in its community. This guidance is provided for all those in the University community, including faculty, staff, students, student employees, and volunteers, as well as outside organizations who rent University facilities, who work or interact with non-student individuals under 18 years of age, (“Youth Camp Staff”) with the goal of promoting the safety and wellbeing of these minors. Information below helps determine if a program is a Youth Camp and provides templates and guidance for the management of minors at Youth Camps on the UMBC campus. “Youth Camps” are defined and regulated by the Code of Maryland Regulations (COMAR).

All Directors of Youth Camps (“Directors”) are expected to comply with all Federal, State, laws.

This document provides guidance and forms for Youth Camps per COMAR.

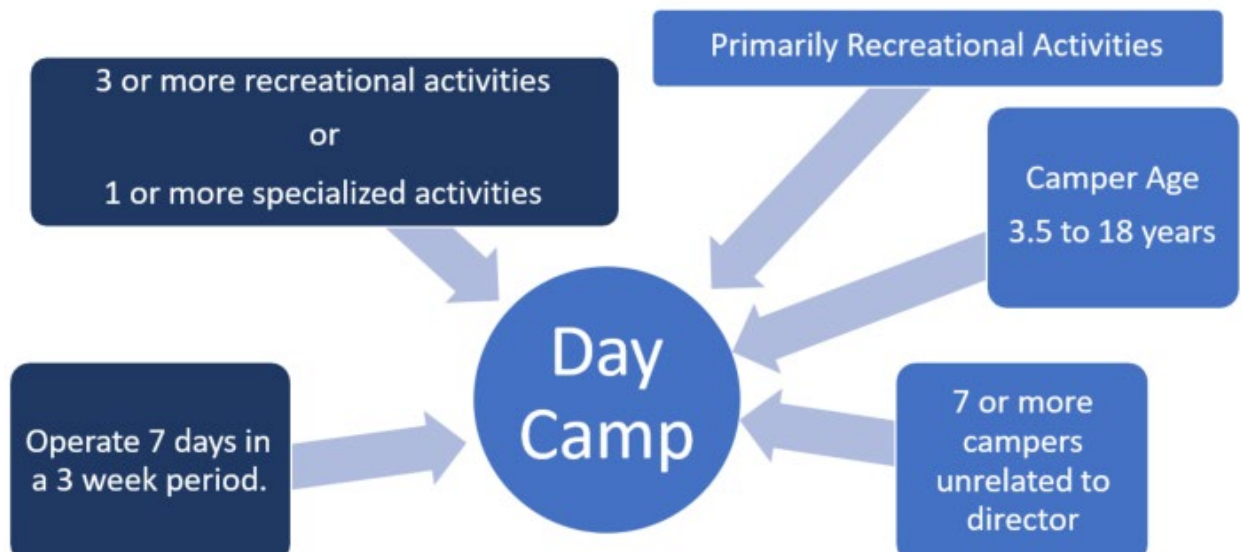
This guidance does not apply to general public events where parents/ guardians retain care, custody and control of the minors and are expected to provide adequate supervision. Parents or guardians are expected to provide supervision over minors on University property unless they are involved in a Youth Camp.

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Is My Program a Youth Camp?

Youth Camps on the UMBC campus provide benefit, service, and/or activity to or for minors, and Youth Camp Staff have significant roles and/or regular contact with the minors. This guidance apply to the following offered programs on the UMBC campus classified as Youth Camps:

- Day or residential camps as defined by COMAR (below)
- Recreation centers or programs that primarily serve minors
- Public primary and secondary school programs



A Youth Day Camp is:

- Operated at least 7 days during a 3-week period
- Provides at least 3 recreational activities or 1 specialized activity

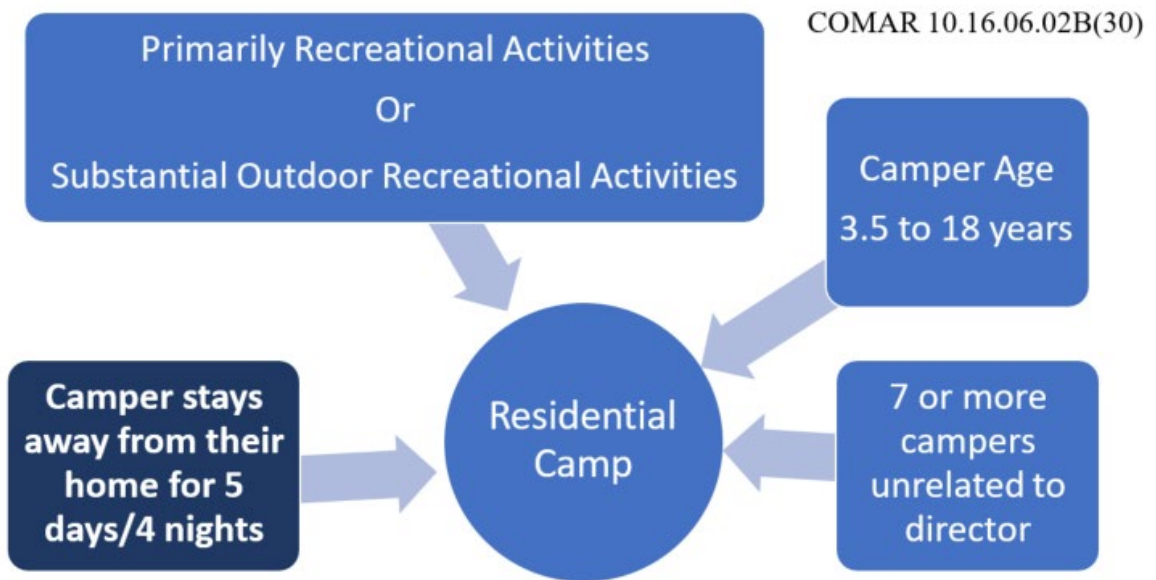
<u>Recreational Activities</u>	<u>Specialized Activities</u>
Nature Walks	Adventure Programs
Field Trips	Aquatic Programs
Sport Activities	Gymnastics
Games	High Ropes
Music or Drama	Rock Climbing or Rappelling
Arts and Crafts	Motorized vehicle activities
Subject Matter instruction or enrichment not offered for credit.	Refer to COMAR 10.16.06.02B(13) for a complete list

- Accommodates 7 or more campers who are unrelated to the director
- Provides primarily recreational activities or has a substantial outdoor component

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Is My Program a Residential Camp?

A Residential Camp is a Youth Camp at which a camper lives apart from their relatives, parents, or legal guardians for at least 5 consecutive days or 4 nights.



What is not a Youth Camp under COMAR:

- A licensed child care center
- A program operating before or after a daily school session
- A competitive activity sponsored by a sports league
- An instructional program in a specialized activity lasting less than 2 hours
- A summer school program taught by a certified teacher *and offering credit*
- A program or activity where parents/guardians are present for the duration, participate, and oversee activities of the child
- A spontaneous gathering, single social event, or academic courses open to and attended by both minors and adults.

Register Your Youth Camp

Every Youth Camp at UMBC must be registered and certified in accordance with Maryland law as provided below.

The purpose of certification is to protect the health and safety of children attending Maryland Youth Camps. The regulations governing Youth Camps establish minimum standards to ensure camp operators conduct criminal history record checks for employees, provide for the health of campers, maintain appropriate supervision ratios, implement health and safety procedures, report incidents, conduct high risk recreational activities safely and maintain the camp facility in good working order.

New Youth Camps (A Youth Camp is new if it has never been registered before)

1. Complete a [Youth Camp Pre-Application](#) with the Maryland Department of Health (MDH). MDH will review the application and send you an email to create a password for the MDH Youth Camp Portal.
2. Log into the [Youth Camp Portal](#) and complete the following:
 - a. Complete your current application to operate a Youth Camp. Your Camp must meet substantial compliance with regulations.
 - b. Upload the required compliance documentation.
 - c. Pay the application fee. This fee may be processed on the UMBC procurement card.

Once in the Youth Camp Portal, you will have access to all regulatory required forms, including the annual report and self-assessment that must be completed at the conclusion of your Youth Camp in order to remain in good standing. If you have any questions or require assistance please contact the MDH Center for Healthy Homes and Community Services at 410-767-8417.

Renewal of Youth Camps

If your Youth Camp is in good standing, you will receive an email from MDH when it is time to renew our application. Camps in good standing pay reduced fees for

- Submitting applications on time
- Submitting the Annual Report on time
- Submitting the Self-Assessment on time
- Paying all fees
- No critical violations for 2 years

Criminal and CPS Background Checks and Clearances

Under [State Regulation](#), Youth Camp Staff are required to have (a) the FBI Criminal Justice Information System (CJIS) background check and (b) the Maryland Child Protective Services (CPS) background check prior to employment/work with minors. Both CJIS and CPS background checks must be performed at least every two years, unless there is a break in employment (e.g., seasonal work) then both checks will expire and must be completed again for any subsequent appointment.

1. Each Youth Camp must register for a CJIS Authorization Number by filling out the Application to Receive Criminal History Record Information for Employment or Licensing Purposes found here <https://www.dpscs.state.md.us/publicservs/bgchecks.shtml>. The indicated contact person will receive the results of all background checks.
2. All Youth Camp Staff must have both the Maryland CPS and FBI CJIS background check.
3. To obtain the necessary fingerprinting for the CJIS check, each Youth Camp Staff member shall make a Live Scan appointment with UMBC police <https://police.umbc.edu/services/fingerprints/>. The Youth Camp contact person should provide all needed information prior to the appointment.

Child Protective Services Background Clearance

As noted above and similar to the CJIS check, in accordance with COMAR, all Youth Camp Staff must also have a CPS background clearance.

1. Create a myDHR user account by visiting <https://mydmthink.maryland.gov/home/>
2. Click the drop down for Child Protective Services and select Summer Camp Background Clearance



3. On the next screen, click Register New Account and fill in the required information.
4. Once your account is activated, you can request clearance by logging into myDHR and clicking 'Camp Employee Clearance'.
5. Skip Part 1, Section A of the application
6. For Section B, under "Release To an Agency/Individual Related To," check the box indicating that you are applying for "Youth Camp Worker/Volunteer."
 - Camp Personnel Administrators: check the box that you are applying for Youth Camp Personnel Administrator.

7. Enter Baltimore County and Catonsville and a list of registered camps will populate. If the camp you are applying for does not show up, please contact the camp administrator as you will not be able to complete the clearance request.
 - Camp Personnel Administrators: Enter Baltimore City for the County and Baltimore for the City. The name of the Agency/Individual is DHMH – Center for Healthy Homes and Community Service.
8. Complete the entirety of the application using accurate, honest information.
9. Submit the application by clicking SAVE. Once submitted, you may not make changes to your application. If your application contains incorrect information, you'll need to submit a new application.
10. Save and Print your application. You will not be able to print the application later unless you Download to a secure location.
11. Take your completed and printed application to be notarized. If available, you can make an appointment with campus card services for notary, or you can take your application to any other notary service.
12. Provide your notarized application to the camp administrator.
 - Camp Personnel Administrators: Mail your notarized form to:

Maryland Department of Health and Mental Hygiene
Center for Healthy Homes and Community Services
6 St. Paul Street, Suite 1301
Baltimore, MD 21202
 - Hand write on your application the camp(s) to which you are applying to be the personnel administrator with the camp ID number that you received when you registered the camp.
13. The Camp Administrator must scan and upload the notarized application to the myDHR account. The myDHR portal will retain the request and results for three years, there is no reason to print or maintain physical copies.