SUMMER CAMP/CONFERENCE POLICIES

1. When requesting to host a camp on Muskingum’s campus, it is the responsibility of the Head Coach/Camp Director to see that Campus Services receives, in writing, the approval of the Vice President over that division/area. An account number must also be provided. No facilities will be scheduled until Campus Services has received both the written approval and account number.

2. Camps will be handled like early arrivals; keys, dining wrist bands, and room assignments will be issued to the Camp Director/Head Coach prior to the camps’ arrival. Camp Director/Head Coach will return keys at last meal for their camp.

3. Rosters will be given to Campus Services office 3 business days in advance of the start of camp/conference. Unused dining wrist bands and keys need to be returned your first schedule meal.

4. Once the camp/conference has started, the account will be charged for all participants. If a participant leaves during the camp, no refunds will be given.

5. If camps are held during the same time period they can be combined to receive the lower meal price.

6. All camp and conference participants including coaches, mentors and team leaders must have a wrist band to eat in the dining halls. Cash, Credit Cards and Department charges will also be accepted.

7. Camp Director/Head Coach will receive a master key to dorm rooms and front building key.

8. Camp Director/Head Coach must have staff members stay overnight in the residence hall. There should be at least one staff member per floor, each night.
9. Per Ohio Revised Code (http://ifs.ohio.gov/cdc/docs/Day-Camp-FAQ-for-Web-6-4-08.pdf), all camp staff members working with campers under the age of 18 must have a background check! You must provide record of all background checks upon request.

Questions or Concerns:

Contact Campus Services office (740) 826-8147, Monday thru Friday 8:30 am- 4:00 pm

After hours contact information will be provided to Camp Director/Head Coach.
Ohio Child Day Camps
Annual Criminal Background Checks

IMPORTANT - PLEASE READ

Frequently Asked Questions

Who is required to get a criminal records check?
Ohio Revised Code requires child day camps to request new criminal records checks from the
Ohio Bureau of Criminal Identification and Investigation (BCII) for all staff prior to employment.
This includes:

- Applicants for employment or appointment who could potentially be responsible for
  children for any length of time, including office personnel, custodial help, cooks, bus
  drivers and others.
- Student applicants.
- Non-employees who are nevertheless responsible for the care of a child or children for
  any length of time at the camp. Some examples may include dance or computer
  instructors, tutors, or anyone providing special services.

Note: the law requires that five years of Ohio residency be verified for each applicant. If the
applicant has not been a resident of Ohio for the last five years an FBI check must also be
requested from BCII.

When is a criminal records check required?
Criminal records checks are required annually for all day camp employees or non-
employees who are responsible for children, including applicants previously employed at the
camp who are applying to be rehired. If an applicant has had a criminal records checks
completed through another employer, that applicant must get a new criminal records check
through BCII. The Ohio Department of Job and Family Services (ODJFS) will conduct random
monitoring of these records.

What does the ODJFS monitoring process look like?
ODJFS staff will visit the camp to review the camp's records for each employee or non-
employee who are responsible for the care of children to ensure that all required forms and
documentation are on file. A camp not in compliance will be allowed ample time to comply and
will receive technical assistance from ODJFS.

This year, ODJFS will be taking extra steps to ensure that all child day camps are meeting the
criminal records check requirement. Starting in June, ODJFS will begin visiting many camps to
monitor compliance. The results of this monitoring will be publicly posted at
http://www.odjfs.state.oh.us/cdc/Results1.asp.

What documentation are camps required to maintain?
The camp must keep the following:

- The JFS 01362 "Child Day Camp - Roster for BCII Records Checks" listing all
  employees and others for whom a BCII criminal records check has been requested or
  received.
- A record of documents viewed that verify 5 years of Ohio residency.
- A completed BCII criminal records check report from BCII or a dated receipt from
  WebCheck indicating that the records check request has been received by BCII. This
  report is confidential, but must be made available to ODJFS.
• A record that the camp has informed each applicant that the criminal records check is required to be completed.

What types of criminal records checks are acceptable?
Only criminal records checks conducted through BCII are acceptable. Records checks from other agencies will not be accepted when ODJFS monitors the camp for compliance.
• All child day camps are within 75 miles of a WebCheck location and must use WebCheck, the fingerprint-based background check system developed by the Ohio Attorney General's Office. For a list of WebCheck locations, see [http://www.ag.state.oh.us/business/fingerprint/data/index.asp](http://www.ag.state.oh.us/business/fingerprint/data/index.asp).
• Each WebCheck transaction costs $15, and results are usually available within two business days. State law also requires the FBI check, at an additional cost, if the applicant does not present proof that he or she has been an Ohio resident for the previous five years.
• Camps can purchase their own WebCheck software systems. For more information, see [http://www.ag.state.oh.us/business/fingerprint/index.asp](http://www.ag.state.oh.us/business/fingerprint/index.asp).

What if a camp requests a records check but does not receive the results within 30 days?
Criminal records check results are accepted only if they are dated within 30 days of the employee's first day of employment. The results may be dated 30 days prior to employment, and must be returned to the camp within 30 days of the date they are requested. If a requested records check is not returned within 30 days, the camp must contact either the WebCheck facility or BCII to determine if there was a problem in obtaining the results.

What if a background check shows that an employee has a prohibited conviction?
At this time, no operator of a child day camp may appoint or employ any individual with a prohibited conviction.

What are the fines and penalties for not having the background check required for all day camps in Ohio?
Penalties for non-compliance with the criminal records check requirement include the posting of a notice in at the camp stating that the camp has failed to conduct criminal records checks of its appointees or employees as required by law.

HELPFUL HINTS

• Explain that completion of a criminal records check is one of the conditions for hire.
• Have required paperwork ready for review as part of the application packet. This packet of information can be reviewed with each prospective candidate for employment. Upon making an offer of employment, give copies of the required paperwork to the employee.
• Keep the JFS 01362 "Child Day Camp - Roster for BCII Records Checks" updated with all staff for review by ODJFS during the monitoring visit. This form will list all employees, the date of hire, the date of requested background check and the date the results are received from BCII.

If you have questions, please contact the Ohio Department of Job and Family Services, Office for Children and Families Help Desk at 1-866-886-3537, option 4.

References: Ohio Revised Code section 5104.86, 5104.861, 5104.21