University of Alabama School of Medicine
Health Careers Opportunity Program
Summer Program Rules and Guidelines

Fact Sheet
This handbook is valid for every child and parent involved in the University of Alabama School of Medicine (UASOM) Health Careers Opportunity Program (HCOP) Summer Program. Please take the time to review this handbook and keep it as a reference. Please make certain that your child understands the guidelines, expectations and rules.

The “Summit Scholars” Program is made possible through grant funding received from Health Resources and Service Administration (HRSA) and the cooperation of local partnerships between UAB, the Birmingham City Schools, and UAB Schools of Medicine, Dentistry, Public Health, Optometry, and Health Related Professions.

Sponsor Information:
The 2015 UASOM HCOP—“Summit Scholars” is sponsored by the:
UASOM Office of Diversity and Multicultural Affairs
Physical Location:
Volker Hall Suite 109C
1670 University Boulevard
Office Phone: 205-934-7975
Fax: 205-996-2575
Program Emergency Cell: 205-603-6857

Mailing Address:
VH 109C
1720 2nd Ave S
Birmingham, AL 35294-0019

UASOM HCOP Staff
Marquita N. Hicks, MD, Program Director
Brandon Wolfe, PhD, Grant and Program Officer
Tamara Eason, MPH, MBA, Program Manager

Camp Counselors and Specialty Staff are UAB Undergraduate and Graduate Students, Medical Students, Teachers, and CORD Staff. They are carefully screened for their education, experience, maturity, rapport with children and for their ability to provide leadership as well as friendship to participants.

Form Requirements
Medical Information – Please provide a copy of your medical insurance information. While we have no expectations of an emergency, it is policy to have medical insurance information on file. A Medical Release Form listing “In case of emergency contact information” is available on our HCOP webpage. Please complete and return this form by the first day of HCOP.

Note: This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number D18HP23034 Health Careers Opportunity. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.
Morning Drop-Off/ Afternoon Pick-Up Locations
The first day of the program is June 8, 2015. Program hours are Monday – Friday, 8:00 a.m. – 4:00 p.m. All children are required to be picked-up by no later than 4:15 p.m. Afterwards, parents will be assessed with a $5.00 for every 15 minutes after 4:15 p.m. If the parent or designated individual is not present by 5:00 p.m., the HCOP staff will contact both the police and parents in addition to assigning a $45 inconvenience fee. Each late fee must be paid before the following day. No exceptions. If you are unable to pick-up your child(ren) during the designated timeframe please call 934-7975 before 2:00 p.m. to inform us of your delay. Justification for tardiness is at the sole and absolute discretion of the program director.

Students will sign in every morning. However, parents or an assigned designated individual will be required to sign them out each day. Forms for determining designated individuals will be available online and must be filled out and returned prior to pick-up. In addition, all designated individuals must present an identification card (employee badge, driver’s license, etc.) to match our records.

The HCOP summer program will take place at Ramsay High School Monday-Thursday and Volker Hall on Fridays.

### Ramsay High School
1800 13th Avenue South
Birmingham, AL  35205
Volker Hall
1670 University Boulevard

Please note that Counselors will be available between the hours of 7:30 a.m. – 4:30 p.m. daily. After 4:30p.m., we are not responsible for your child.

Sessions will begin promptly at 8:00 a.m. Therefore, students should arrange to arrive on campus no later than 7:50 a.m. daily so that they can get all of their needs taken care of before class. Morning drop-off and afternoon pick-ups for each Camp is in the Lobby of the CORD Building: the Community Health Services Building, 933 – 19th Street South.

**Morning Drop-Off:** Counselors will be present at 7:30 a.m. in the Ramsay High School cafeteria to sign-in participating students. After which, they will be escorted to the appropriate room by a Camp Counselor. **Camp sign-in/sign-out is mandatory.**

Volker Hall Drop-off will be on 16th street beside Volker Hall between University Blvd and 7th Ave.

**Afternoon Pick-Up:** Afternoon pick-up begins at 4:00 p.m. and is also located in the lobby of the CORD building.

**Volker Hall Pick-Up:** Counselors will walk students to the 7th Ave side of Volker Hall at 4:00 p.m. to monitor student pick-up.

Please be mindful of the location of Volker Hall. Volker Hall is located on the corner of an extremely busy streets/intersections at UAB (University Blvd and 16th Street). We ask that you drop your student off on the side of Volker Hall to minimize traffic dangers.

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CORD Program Weeks
All HCOP students will participate in the CORD (Center for Community Outreach Development) Program. During those weeks, your child should be dropped off and picked up at the CORD Building.

CORD Building location:
5th floor, Community Health Building 19 (CHSB 19)
933 19th Street South
Phone: 205-934-5171

Each HCOP student is expected to fully participate in the CORD program during their duration. Therefore, you and your child(ren) will need to abide by the CORD program guidelines for the 2 weeks. In addition, you will need to provide lunch for your child(ren) during those 2 weeks (Mon-Thur)-see CORD program rules. If there are behavioral issues or concerns arise while participating in CORD, the HCOP program office will be notified and a parent meeting will be arranged.

***Please note: The UASOM HCOP is utilizing Ramsay High School space for summer program activities and contracts with the CORD Program, however this is a UASOM sponsored program therefore any questions or concern will need to be addressed with the UASOM HCOP staff.***

Guidelines for HCOP Participants

Parent Information – Keeping our parents informed and parents keeping us informed is very important to the success of our HCOP program and to the success of your child(ren).

Visitors – We regret to inform you that HCOP program age visitors, siblings, friends, and other children are not allowed to attend the program as a visitor. Parents and guardians are welcome to drop by to observe during HCOP hours.

Toys, Sports Equipment, Electronics – Please do not allow your child(ren) to bring toys, sports equipment, or electronics to HCOP. We are not responsible for lost, broken or stolen items. If the staff request a specific item for an activity, a note will be sent home and the equipment will be kept in a safe place until it is needed for use in the program. UASOM HCOP is not responsible or liable for any loss nor are we sufficiently trained in legal matters to investigate loss or theft.

Cell Phones – During HCOP hours, student cell phone usage is not permitted except in case of an emergency. Program specific rules regarding cell phone usage during breaks will be determined by your child(ren)’s HCOP Counselor/Teacher/ Director.

Communication – If you need to get a message to your child(ren) or to the HCOP staff during the program hours for an emergency or to leave a message, please call the HCOP office at (205) 934-7975.

Car Pool Pick-Up – The car pool line is held at the cafeteria entrance of the Ramsay High School (beside the parking lot). All children must be signed-in and signed-out by a parent or assigned designee. For safety reasons, do not leave your car running and unattended while in the parking lot.

Lost and Found – The Program Lost and Found is located in Volker Hall 109C. See Ms. Tamara Eason for lost and found items. All items found by HCOP staff will be placed in HCOP Lost and Found.
Found. Please mark your child’s belongings with their last name. We are not responsible for lost or stolen items. Two weeks after the summer HCOP program ends, all unclaimed items are given to a charity or discarded.

**Backpacks** – Please wear your HCOP distributed backpacks as part of your program uniform.

**Money** – We ask that you please do not send your child(ren) to the program with money unless they will be purchasing a snack during break times. NEVER send more than $5.00. If your child does bring money, we recommend that it is kept in his/her pockets. HCOP is not responsible or liable for any loss nor are we sufficiently trained in legal matters to investigate financial loss or theft.

**Breakfast** - As a participant in the child nutrition program, Ramsay High School will provide a hot and cold breakfast to participants from 7:30 a.m.-7:50 a.m.

**Lunch** - As a participant in the child nutrition program, Ramsay High School will provide a hot lunch to participants to students Monday-Thursday. If your child has food allergies or medical concerns, you must inform the HCOP staff in advance. All participants will receive lunch via this program however you may bring a lunch and a beverage. The HCOP program will provide lunch for participants on Fridays. If you bring a lunch, please write your child’s name on his/her lunch. Refrigeration is not available. All food must be brought in a closed container or bag. Food is not allowed to be opened outside of scheduled snack and lunch breaks. Please provide a morning and afternoon snack for your child(ren).

### Parent Information

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<th>Parents must contact CORD when:</th>
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<td>• A child is not going to be picked up on time.</td>
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<td>• A change occurs in your child’s life that alters his/her attitude, behavior, or causes emotional upset.</td>
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<th>Parents will be contacted immediately when:</th>
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<td>• Your child has received an injury that may require immediate medical attention.</td>
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<td>• Your child exhibits a medical condition that may be contagious or threatening to others.</td>
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<td>• Your child is ill and is unable to participate in daily activities.</td>
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<td>• Behavioral problems occur with your child(ren). Please note that if there are discipline problems with your child(ren), your child(ren) will be immediately dismissed from the program.</td>
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<th>Parents will be notified at pick-up time when:</th>
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<td>• Your child received a minor injury that does not require a professional in the medical field.</td>
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<td>• Your child complains of a non-emergency condition or symptom of illness.</td>
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<td>• Your child exhibits unusual behavior.</td>
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<td>• Specific program activities/requirements in preparation for future events.</td>
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The HCOP Program Manager/ Director will schedule a parent conference when:

- The staff observes unusual patterns of behavior or participation.
- Child exhibits a pattern of disruptive behavior that interferes with the program or other children’s space and learning.

**Clothing** – HCOP t-shirts and backpacks are considered program uniforms and should be worn daily. Shorts, capri-pants, T-shirts and sneakers are the most appropriate and are preferred. Halter tops, short-shorts, mini-skirts, oversized pants and t-shirts, head-scarfs, oversized jewelry (male & female) is unacceptable and will not be allowed. If dressed inappropriately, parents will be contacted to pick-up participants and/or bring a change of clothing. Caps may be acceptable outdoor only, not indoors. This is left to the discretion of the HCOP Program Manager and will be listed or verbally informed to participants.

**Illness/Injury** – Please do not send your child(ren) to HCOP if they are ill. We have no provisions for providing nursing care, other than immediate first aid. Should a child come to HCOP and become ill, parents will be notified and asked to pick-up their child. In case of an emergency, an ambulance will transport your child to Children’s Hospital for treatment. Parents will be contacted immediately.

**Medications/Special Needs** – The HCOP staff should be made aware, in writing, of any special needs or limitations a child may have. If your child is required to take medicine during program hours, medication must be in the original bottle with your child’s name on it and a written authorization must be provided to the Program Manager giving HCOP staff permission to give your child(ren) his/her medicine as prescribed. All medications must be given to staff. Participants are not allowed to keep any medications (prescribed or over-the-counter) in his/her personal belongings.

**Behavior** – Our Staff uses positive guidance techniques to redirect, anticipate or eliminate potential problems. Positive reinforcement, reaffirmation and encouragement are encouraged with each child rather than competition, comparison, criticism or screaming.

Our staff will treat your child with dignity and use discipline techniques such as guiding, valuing mistakes as learning opportunities, repetition, listening when children talk about their feelings and frustrations. However, we expect that your child will also value his/her HCOP experience and treat all staff and other participants with the same dignity and respect. USOM HCOP reserves the right to dismiss any participant whose behavior becomes unmanageable, disruptive or endangers the safety and welfare of others. Parents will then be notified to pick up their child within the hour.

**Ramsay Specific Expectations** – The HCOP program will take place in the Science Wing of Ramsay High School. HCOP participants are prohibited from using classroom computers and venturing into other unassigned areas without HCOP staff supervision.

Thank you for taking to familiarize yourself with our rules and guidelines. We look forward to facilitating a memorable, exciting health career exploration in the UASOM Health Careers Opportunity Program.

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In signing this page, I have read and agreed to the established University of Alabama School of Medicine HCOP Summer Program Rules and Guidelines. I understand that if I have any questions, I will contact the HCOP director or program manager for clarification. All dismissal and fee levying decisions are final.

Parent’s Name: __________________________________________
Parent’s signature: ________________________________ Date: ___________

Participant’s Name: ________________________________
Participant’s Signature: ________________________________ Date: ___________