



## Youth Program Parent Handbook

This template is provided as a guide for programs who are developing their parent communication materials. Information may be added, and content should be edited to fit the needs of the program.

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## Introduction

Thank you for entrusting your child to us for the duration of our program. We hope that your child has a wonderful experience while they are with us. As a parent/guardian, we know that you are also concerned about the safety and wellbeing of your child. This handbook has been developed to answer many of the most common questions. If you have additional questions, please don't hesitate to contact us.

## Agenda

[Edit this information to fit your program.]

Time	Day One	Day Two	Day Three
6:30 a.m.		Wake up	Wake Up
7:30 a.m. – 8:30 a.m.		Breakfast at Dining Hall	Breakfast at Dining Hall
9:00 a.m. – 11:00 a.m.		Activity: Location:	Activity: Location:
11:30 a.m. – 12:30 p.m.		Lunch at Dining Hall	Lunch at Dining Hall
1:00 p.m. – 2:30 p.m.	Check-in at residence hall	Activity: Location:	Activity: Location:
3:00 p.m. – 5:00 p.m.	Welcome Activity	Activity: Location:	Awards Ceremony: Parents welcome!
5:30 p.m.– 6:30 p.m.	Dinner at Dining Hall	Dinner at Dining Hall	Check-out at residence hall
7:00 p.m. – 8:30 p.m.	Recreation: Rec Center Pool	Recreation: Bowling Location:	
9:00 p.m.	Curfew: All participants must be in their rooms	Curfew: All participants must be in their rooms	
10:00 p.m.	Lights Out	Lights Out	

## Drop-Off and Pick-Up Procedures

[Edit this information to fit your program.]

Participants may be dropped-off during the check-in time listed on the Agenda. Parents/Guardians must sign their children in at drop-off and sign them out at pick-up. Participants may not leave during the program without a parent/guardian's signature. Participants who drive themselves will be required to sign themselves in and out at the end of the program, but they will require parent/guardian permission to leave during the program.

### Location

[Explain where participants are to be dropped off. Include driving and parking directions.]

## What to Bring

[Edit this information to fit your program.]

Participants staying in the residence halls will need to provide their own towels and bed linens for the duration of their stay.

- Casual clothing, socks, and shoes that are comfortable to walk in.
- Toiletries: soap, shampoo, deodorant, toothbrush, toothpaste, etc.
- Backpack containing a notebook and pens/pencils
- Refillable water bottle
- Bathing suit

## Medical Concerns

[Edit this information to fit your program.]

While we hope that your child stays happy and healthy throughout their stay with us, we need to be prepared to handle medical emergencies that might arise.

### Medical Information

All participants are required to complete the Medical Information Form. (See the Forms section.) This is where parents may provide emergency medical information and specify any special needs.

### Allergy or Disability Accommodations

The University of Alabama at Birmingham will make reasonable accommodations to allow participants with allergies and disabilities. However, we can more efficiently fulfill requests that are made 3-4 weeks in advance.

If your child has a food sensitivity or allergy, please complete the work with UAB Campus Dining for accommodations.

### Medication Management

Participants who will need to take medications (prescription or over-the-counter) during their stay must check them in with program personnel upon arrival. All medications except for emergency rescue medications (ex. inhalers, epinephrine) for the participants should be in their original containers and sealed in a zip-top bag labeled with their full name and date of birth. Emergency rescue medications may be kept with the participant with the parent's written consent. Parents/Guardians should complete a separate Medication Management Form (See the Forms section.) For each medication to specify exactly how and when the medication should be administered.

Program staff will secure the medication bag and make it available to the participant based on the instructions provided on the Medication Management Form. Staff members will not handle bottles or their contents directly, and they may not provide guidance on how the medication will be taken. If the participant is not sure of the correct dosage or timing, they will be directed to contact their parent/guardian. It is the participant's responsibility to contact staff for their

medications, but staff will be aware of when participants need their medications and remind them as needed.

All medications and medication bags will be returned to the participant's parent/guardian when the program is over.

## Program Staff

[Edit this information to fit your program.]

Making sure that all participants are properly supervised and secure in their surroundings is very important to us. The following standards have been developed to ensure that participants know how to recognize the program staff and what to expect while they are here.

### Identification

Program staff may be identified by their Green "Staff" t-shirts and each will wear name badges that identify them as staff.

### Supervision

The participant to staff ratios used by this program are based on participant age and meet or exceed the standards recommended by the American Camps Association. Participants must be supervised at all times, and one-on-one contact is generally prohibited except in emergency situations.

## Emergency Information

[Edit this information to fit your program.]

### Shelter Location

In the event of a weather emergency, participants will be moved to [Enter shelter location here] until all warnings have expired. Parents/Guardians are welcome to check their children out if they are concerned about the forecast, but in the interest of safety, we advise that parents/guardians do not check them out during weather warning events.

### Communication

In the event of an emergency, we will use the emergency contact information provided in your registration materials. Participants who carry cell phones will be allowed to use them to contact their parent/guardian if necessary.

## Participant Code of Conduct

[Edit this information to fit your program.]

The following section outlines the conduct expectations of all participants of this program.

Participants will:

- Show respect to all other participants, program staff, and program director.

- Take direction from program staff and program director.
- Use appropriate language at all times.
- Refrain from causing bodily harm to self, other participants, and staff.
- Treat equipment, supplies, and facilities with respect.
- Respect others' physical boundaries.
- Take all medications as directed, if applicable.
- Follow program schedule.
- Use cell phones only during free time and not during scheduled activities unless otherwise asked to do so.
- Not smoke, vape, drink alcohol, or use illegal substances of any kind.

Participants housed overnight will:

- Keep noise to a minimal level as a courtesy to other residents.
- Observe quiet hours from 11:00 p.m. to 8:00 a.m.
- Lock the door at night and when they are away from the room.
- Leave the room clean upon check-out, removing all personal belongings and trash.

#### Curfew

All participants must be in their rooms by 9:00 p.m. each night. Leaving the residence hall after curfew is prohibited and may be grounds for being dismissed from the program.

#### Internet Access

Internet access will only be given when it is authorized by the camp coordinator.

### Child Abuse Reporting

The University of Alabama at Birmingham has taken steps to ensure that all youth program staff are aware of their responsibility to report known or suspected child abuse, but it is also important for participants and their parents/guardians to report suspicious behavior. If we all work together, we can create the safest possible environment for your child.

#### If you see something, say something!

If you or your child become aware of known or suspected child abuse on our campus or involving program staff or participants, please report it immediately to the University's Police Department by calling 205-934-3535.

### Contact Information

[Edit this information to fit your program.]

Please use the following contact numbers during the program.

Contact 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact 2: \_\_\_\_\_ Phone: \_\_\_\_\_

## Forms

[Edit this information to fit your program.]

The following forms should be submitted at least two weeks prior to the start of the program. This ensures that we have time to review the information and make the proper arrangements to accommodate your child.

- Medical Information Form
- UAB Dining Special Diet Accommodation Request Form for Campers

The following forms must be submitted at check-in on the first day:

- Medication Management Form
- Liability Waiver