

# 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

[Program Branding]

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## Introduction

[Edit this information to fit your 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 frequent questions. If you have additional questions, please do not hesitate to contact us. Contact information may be found on page [number].

## Agenda

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	Breakfast at
9:00 a.m. – 11:00 a.m.		Activity: Location:	Activity: Location:
11:30 a.m. – 12:30 p.m.		Lunch at	Lunch at
1:00 p.m. – 2:30 p.m.	Check-in at LOCATION	Activity: Location:	Activity: Location:
3:00 p.m. – 5:00 p.m.	Welcome Activity	Activity: Location:	Awards Ceremony: Parent's welcome!
5:30 p.m.– 6:30 p.m.	Dinner at LOCATION	Dinner at	Check-out at LOCATION
7:00 p.m. – 8:30 p.m.	Swimming at LOCATION	Recreation: 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	

[Edit this information to fit your program.]

## 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 a pick-up. The program will not assume responsibility for Participants who arrive before the start time. Participants may not leave during the program without a parent/guardian's signature and the permission of the Program Director. Participants who drive themselves will be required to sign themselves in and out at the end of the program with a parent/guardian's signature and the permission of the Program Director, but they will require parent/guardian permission to leave during the program.

The Participant's parents/guardians must specify which adults are authorized to pick up the Participant.

Location

[Explain where participants are to be dropped off. Include driving and parking directions, including a map if possible.]

## 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. In addition, Participants should bring:

- 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

Do not bring valuable items.

## 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

This program takes seriously its responsibility to offer reasonable accommodations for qualifying Participants with allergies and disabilities. We can more efficiently fulfill requests that are made 3-4 weeks in advance. If you have questions about the physical access provided for the program or anticipate your child needing any type of accommodation to participate in the program, please contact the Program Director.

### 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 Participant should be in their original containers and sealed in a zip-top bag labeled with the Participant's 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 Participant should self-administer the medication.

Program staff will secure the medication bag and make it available to the Participant. 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.

All medications and medication bags will be returned to the Participant's parent/guardian when the program is over. If the Participant will not be picked up by their parent/guardian at the end of the program, the parent/guardian must give prior written permission for the medication to be returned to the Participant.

Communicable Diseases

For the health of all our Participants, parents/guardians are required to notify the Program Director of all communicable diseases your child may have contracted (i.e., chicken pox, head lice, pink eye, etc.). Specific information will be kept confidential.

## Program Staff

[Edit this information to fit your program.]

Making sure that all participants are properly supervised and secure in their surroundings is especially 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 orange "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 the nearest shelter/refuge location 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.

Parents/guardians and Participants may also register for AU ALERT. Learn more about the AU ALERT system at [www.auburn.edu/administration/campus-safety/aualert/](http://www.auburn.edu/administration/campus-safety/aualert/).

## 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:

- Not possess or use alcohol, tobacco, non-prescribed prescription drugs, illicit drugs, fireworks, guns, or other weapons.
- Show respect to all other Participants, Youth Program Personnel, and the Program Director.
  - Respect others' physical boundaries.
  - Always use appropriate language.
  - Refrain from causing bodily harm to self, other participants, and staff.
  - Violence, sexual abuse, harassment, hazing, or bullying will not be tolerated.
- Treat equipment, supplies, and facilities with respect.
  - Theft of property--regardless of owner--will not be tolerated.
  - Misuse or damage of University property is prohibited. Charges will be assessed against those Participants who are responsible for damage or misuse of University property.
- Use cell phones only during free time and not during scheduled activities unless otherwise asked to do so. The inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected by participants or Youth Program Personnel.
- [For programs involving Participants who are 16 and older] Follow the Program's rules regarding personal motor vehicles. Participants will:
  - Not operate a motor vehicle while attending and participating in the program.
  - Park in accordance with University parking regulations.

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

Unfiltered internet access may be available to your child while they are on-campus. Participants are expected to refrain from using this access to view inappropriate materials, but program staff are not able to monitor your child's use of the internet.

## Child Abuse or Neglect Reporting

Auburn University has taken steps to ensure that all Youth Program Personnel are aware of their responsibility to report known or suspected child abuse or neglect, 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.

All Youth Program Personnel are required to report known or suspected child abuse or neglect. If you or your child become aware of known or suspected child abuse, please report it immediately by dialing 911 or calling DHR. Alabama DHR county contact information can be found at <https://dhr.alabama.gov/child-protective-services/child-abuse-neglect-reporting/>.

## Contact Information

[Edit this information to fit your program.]

Please use the following contact numbers during the program.

Contact 1 : Phone :  
Email :

Contact 2 : Phone :  
Email :

## Forms

[Edit this information to fit your program.]

The General Information Form and Medical Information and Release Form 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.

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

- Over-the-Counter Medication Form
- Liability Waiver
- Media, Photo, and Video Release
- **COVID-19 Informed Consent and Waiver Form**