



Youth Program Parent Handbook

for



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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

Time	Day One through Day Five
8:30-8:55	Drop off/Sign in, Woods Quad
9:00-10:00	Work in Studios
10:30-10:45	Snack and Restroom Break
10:45-11:55	Work in Studios
11:55-12:15	Pick up/Sign out, Woods Quad

Drop-Off and Pick-Up Procedures

Drop-off and Pick-up will be in Woods Quad. The staff will be waiting to meet students at the side of Woods Quad on 7th Avenue.

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.

For students who plan to drive themselves: You may request a parking permit which will be emailed to you. A printed copy of this permit will need to be folded along the dotted line so that the QR code of the permit can be scanned (QR code face up) at the barcode scanner of the access column at the entry and exit gates of the parking deck. Please note that this permit will only allow entry through Campus Drive Entry 2; the left side entry. The right-side entry (Entry 1) is for state vehicles only.

If anyone has an issue getting into or out of the parking deck, they will need to press the call button in the top right corner of the access column at the gate. That will call the parking services office, and someone from their office will be able to assist them while they are at the gate.

For camp members who will need to be picked up and dropped off, their guardian can drive down through 7th Avenue, on the east side of the Student Center, and they will be able to drop off their student(s) next to Woods Hall. They will have to make a u turn to come back up 7th Avenue, as they cannot access Capstone Drive from 7th Avenue. There is no parking on 7th Avenue.

What to Bring:

Snacks, drinks and materials will be provided. Students working in Ceramics, Printmaking and Sculpture should wear clothing that can get grubby and comfortable shoes.

For Sculpture: Please wear leather work boots with rubber soles. Make sure that your clothing is 100% cotton, both shirts and jeans. You will be working with metal, so this is important for your safety.

Medical Concerns

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 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.

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.

Infectious Illnesses

Response and Management of Illness or Probable Illness

UA strongly encourages parents/guardians to monitor their children daily at home for signs of any infectious illnesses, including COVID-19. Parents and caregivers are encouraged to keep participants with signs or symptoms of infectious illness home when sick and/or seek medical care.

If any illness and/or [signs or symptoms of COVID-19](#) are observed in participants, parents/guardians will be contacted immediately. Parents/guardians must return to campus to pick up their child as soon as possible. Any participant who was sent home for any illness may not return to campus for the remainder of the program and are not entitled to a refund from UA.

Program Staff

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 Black “Art-Camp” 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

In the event of a weather emergency, participants will be moved to Woods Hall basement 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

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.

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.

Child Abuse Reporting

The University of Alabama 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 348-5454.

Contact Information

Please use the following contact numbers during the program.

Contact 1: Charlotte Wegrzynowski Phone: 205-534-8571

Contact 2: Art Department Office Phone: 205-348-5967

Forms

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

The following forms must be submitted at check-in on the first day if you did not register online using Ryzer.

- Medication Management Form
- Liability Waiver