Summer Camps Planning Meeting and Best Practices

February 9 & 10, 2016
STUN Theater-Edinburg Campus
Cortez Hall, Rm 118-Brownsville Campus
Welcome

• Today is about learning, planning and networking for Summer!
• Review the Summer Program Planning Guide
• Presentations from various departments that can help support your summer planning efforts
• 68 faculty and staff on both campuses have registered for this workshop
• This workshop is a collaboration across many university divisions; we are your colleagues.
Together, WE WILL

• Provide meaningful summer educational and recreational opportunities for youth
• Create a safe and supportive environment
• Compile a comprehensive listing of camps to be offered and market effectively to the K-12 community
• Network as a university community to maximize resources and enhance services
• Follow established processes to protect students and the University
Agenda

• Welcome
• Items to be discussed by each respective area (follow along in guide)
  • General Information Overview
  • Environmental Health Safety and Risk Management
  • Auxiliary Services
  • University Housing & Residence Life
  • University Recreation Center
  • Health Services
  • Required Participant Forms
  • Best Practices
  • Event Feedback
General Information Overview

Refer to pages 1-9 of the summer program guide
General Information Overview
Refer to pages 1-9 of the summer program guide

• First Objective of Camps
  • Commitment to College

• Second Objective - Safety:
  • No injury or abuse
  • Every child goes home with the right parents

• Camps Subject to the Guide
• Level of Care
• Program Registry
General Information Overview
Refer to pages 1-9 of the summer program guide

• Camp Staff
  • College/organization oversight officer
  • Camp Director/Coordinator/Health Officer
  • Volunteers

• Reserving Space

• The Right Camp Environment
  • Summer camp rules
  • Measures to Protect K-12 Participants in Campus Programs
  • Child Protection Training
Staffing and Safety Basics

• Hire qualified staff, provide training, and be prepared to fully engage camp participants for the duration of their stay.

• Staff should complete required trainings before camp starts, for example: driver safety, 12-15 passenger van, food safety, and fire evacuation training.
Parent Awareness

• Host a parent orientation session to:
  - Inform parents of measures to keep children safe
  - Inform parents of the camp activities, schedule, and inform them of any known risks
  - Review all required forms and get signed
  - Introduce parents to program staff & provide tour
Participant Safety

• One adult supervisor/staff should be assigned to every 10-15 students
• Students should be monitored at all times and should not be without supervision at any time
• Use caution during athletic activities; water related activities require a certified lifeguard
• Procedures for releasing children from camp
• Be aware of university crisis management plan
Participant Safety

• Participant ID Cards are recommended
• Accident/Liability insurance is required for overnight and athletic camps
• Students can only be picked up by an adult listed on the “Leave Authorization List”
• Use of a camp produced pick up card system
• Establish disciplinary procedures, document
Staff Roles

• Camp Oversight Officer
• Camp Director
• Camp Coordinator
• Camp Health Officer
• Residence Halls Camp Assistant
• Other Staffing
Environmental Health Safety and Risk Management

Refer to pages 11-18 of the summer program guide
UTRGV
CAMP Program
Risk Management

Richard Costello, DrPH, CSP, CHMM
Director – Department of Environmental Health and Safety and Risk Management
The University of Texas Rio Grande Valley
Applicable Rules and Regulations

• Title 25; Part I; Chapter 265; Subchapter B entitled Texas Youth Camps Safety and Health.

• Campus Program for Minors Rule (TEC; Title 3; Subtitle A, Chapter 51; Subchapter Z

  • Establishes training and examination program for employees of campus programs for minors on warning signs of sexual abuse and child molestations.
UTRGV Training Requirements

• Child Protection training is mandatory for all faculty, staff, students and volunteers participating in an activity that involves interaction with a minor.
  • Classroom –Supervisory Roles
  • Online
  • Name a “Date” we “accommodate”

• This training must be completed every two (2) years and during the individual’s first five (5) days of employment.

• Volunteers who are not employees of UTRGV must also complete the training (or show proof of)
Three Key Points

• Do not sexually, physically, or verbally abuse a child.

• Do not put yourself in a situation in which you can be accused of sexually, physically, or verbally abusing a child in a camp.

• If you witness, suspect, or receive a report of child abuse regardless of when or where the abuse occurred:
  • Report any suspected or reported child abuse (sexual, emotional, physical, or neglect) to the appropriate authorities.
  • Internet: Texas Abuse Hotline (24/7) http://www.txabusehotline.org.
  • Telephone: Texas Abuse Hotline (24/7) 1-800-252-5400
Miscellaneous Required Training

• Driver Safety Training
• 12/15 Passenger Van Training
• Fire Safety/Evacuation Safety training
• Food Safety Training
• Laboratory Safety Training
Criminal Conviction And Sex Offender Background Checks

• Criminal conviction and sex offender background checks will be conducted on all individuals hired or assigned to employee or volunteer positions involving contact with minors at a camp and program for minors.

• Checks conducted on an annual basis

• Camp Directors are charged with ensuring that all camp personnel get the appropriate Background checks.

• Background checks are conducted through Human Resources.
Insurance Policies

• Overnight and Athletic Camps are required to have Accident and Liability Insurance.

• Option is available for academic camps

• Accident Insurance
  • Pays for medical bills in the event that a child is injured. Primary vs Secondary
  • Death and Dismemberment

• Liability Insurance
  • Pays for bodily injury liability, property damage liability and the litigation costs to defend against such claims.

• Contact EHSRM (Celia Saenz x3690) for Accident Insurance forms
Waivers/ Releases

• Waivers are required for all athletic overnight camps/programs, and high risk camps and included as part of the registration process.
  • Minors are generally incompetent to enter into a contract. A release signed by a minor, is unenforceable.
  • Waivers must be signed by authorized guardian
  • Parents must be aware of what they are signing
Camp Health Officer

• Athletic Camps and Overnight Camps are required to have a Camp Health Officer
  • Person certified in American Red Cross Community First Aid and Safety, or its equivalent, shall be in the camp and on call at all times, and will be considered the Camp Health Officer.
    • Administers medications (release). Over the counter or prescription drugs cannot be administered without release from guardian.
    • the medication shall be in the original container with the prescription label, and the medical staff shall place that medication, sharps, and related paraphernalia or devices in a lockable cabinet or other secure location that is not accessible to campers.
    • Oversees child with confirmed or suspected case of communicable disease.
UTRGV’s Emergency Challenges / Primary Goal

- Manmade disasters
  - Fires, Environmental Releases
- Natural disasters
  - Hurricanes, Tornados, Flooding
- Infrastructure disasters
  - Loss of power, loss of computer services
- UTRGV Crisis Management Plan
- UTRGV Desk reference Guide
- EVERBRIDGE Mass Notification

http://www.utrgv.edu/emergencypreparedness/
Non-UTRGV Affiliated Camps

- Complete the Facility Use/Rental Contract through Auxiliary Services
- All camp personnel are required to attend Child Protection Training or demonstrate proof.
- The third party must agree to indemnify and hold harmless the component university from any and all liability and claims arising from the program.
- The third party must agree to maintain insurance acceptable to the component university including the listing the component university as an additional insured and providing a certificate of insurance before the program occurs.
  - Liability
  - Accident Insurance
  - Workers Compensation Insurance
Remember!

Safety
Is In Everybody's Job Description
Campus Auxiliary Services

Refer to pages 19-25 of the summer program guide

Business and Administrative Services
Food Services

• Food provided by Sodexo
  • Flexible options to fit camp needs
  • Full catering kitchen on the Brownsville campus
  • Meal delivery to site available

• Gilbert Garza, General Manager
  • gilbert.garza@sodexo.com
  • (956)665-7484
Transportation Services

University operated service
• Charter service available for trips (within RGV)
• 5 days advanced reservation required
• $60/drive time, $45 idle time

Rodney Gomez, Director of Parking and Transportation
• rodney.gomez@utrgv.edu
• (956)665-2738
V OneCard

Services Available

• Camp ID design and production
• VBucks
• Access control to dorms, etc.

Homer Villalobos, Assistant Director of Card Services

• homer.villalobos@utrgv.edu
• (956)665-8067
Conference and Event Services

• Manage the Edinburg Student Union and Ballroom complex
• Manage the Brownsville Student Union (Gran Salon, El Comedor and outdoor spaces)

• Camp Rates for meeting facilities available per day
• Equipment available for check-out (easels, coolers, tables, linen)

• uSchedule
  • All spaces can be reserved in uSchedule 90 days before
  • All staff and faculty have access to uSchedule, submit request through iService

For more information contact (956) 665-7989 or email: conferences@utrgv.edu
Joint Sponsorships

• Must be entered into only by invitation from the University
• Fees will apply to recover costs to the University for hosting the event
• Disclosure of revenue collected by both sponsoring groups

• HOP ADM 10-301 Facility Use
  Visit: http://www.utrgv.edu/hop/policies/adm-10-301.pdf
Housing and Residence Life

Refer to pages 26-39 of the summer program guide
Edinburg Housing Facilities

Heritage Hall
Edinburg Campus

Unity Hall
Edinburg Campus
Amenities- Unity Hall

- Card swipe access and 24 hour Front Desk assistance
- Mailbox and parcel area
- Free Laundry facilities – located on the 1st floor
- Free student parking permit – Resident Parking Only
- Elevators
- Two (2) Study Rooms in each floor
- Each floor has a lounge with a big screen TV/TV connections
- Courtyard
- Computer lab
- Wireless printing available through the Front Desk-Vaquero Print
- Snack and soft-drink vending
- Community kitchenette area with microwave in building lobby
- Recreation rooms (billiards, ping pong, game tables)
- Media room equipped with a big screen TV
- Multipurpose rooms (available for private events and meetings)
Amenities - Heritage Hall

- Card swipe access and 24 hour Front Desk assistance
- Mailbox and parcel area
- Free Laundry facilities – located on the 3rd floor
- Free student parking permit – Resident Parking Only
- Equipped with small living area in each floor

- Study area, TV/Game lounges
- Wireless printing available through the Front Desk - Vaquero Print
- Snack and soft-drink vending
- Community kitchenette area with microwave in building lobby (personal microwave are no allowed in Heritage & Troxel Hall)
- Recreation rooms (billiards, ping pong, game tables)
Casa Bella, Brownsville Campus
UTRGV Casa Bella Residence Hall

Apartment Style

- Free standing furniture
  - Single Bedroom
    - Full size bed, drawers, closet, desk, and task chair.
    - Own private restroom.
  - Double Bedroom (shared bedroom)
    - XL Twin size bed, drawers, closet, desk, and task chair.
    - Share restroom with roommate.

- Living room
  - Coffee table, end table, TV stand, long sofa, and sofa chair.

- Kitchen
  - Microwave, washer and dryer, stove, full size fridge, kitchen island, and stools.

Rates for Summer
Single:
- Room Rate $22.50/per night
Services/Amenities

- Luxury apartment living
- Large, fully furnished bedrooms
- Private bathrooms
- Full-featured common kitchens
- Washer and dryer
- Cable TV hookups
- High-speed Internet
- Extremely affordable rates
- Swimming pool
- Community rooms
- Large-screen TVs for viewing movies and playing video games
- Safe, secure environment
- Gated parking
- Live-in staff
- Campus Police patrol
- Video cameras
- Extremely affordable rates
- Short walk to most classes
Pricing per Night

• **Edinburg**
  • Department:
    • $19.50 Double per Individual
    • $30.00 Single per Individual
    • Additional cleaning and other charges may apply
  • Private/Non-Profit
    • $21 Double per Individual
    • $34.50 Single per Individual

• **Brownsville**
  • Department:
    • $22.50 per Individual
    • Additional cleaning and other charges may apply
  • Private/Non-Profit
    • $31 per Individual
    • Additional cleaning and other charges may apply
Steps to Make a Reservation

1) Contact our Department
2) Complete *Summer Conferences/Camps Inquire Form & return to H&RL*
3) Receive *Conference/Camps Reservation Agreement* - review, sign, & return to H&RL
   • You just confirmed your reservation!
4) H&RL will email you the *Summer Program Guide & Participant Forms* - must be signed & returned prior to moving in
   • Summer program Guide- signed by Conference/Camp Director
   • Participant Forms- signed by each participant *(if minors, parent signature is required)*
General Items to Consider

• Notify us as soon as possible due to limited space
• Department is responsible for student damages and behavior
• Health, Welfare, Maintenance and Safety Checks
• Cleaning Charges vary
• Students are separated by gender when possible
• All K-12 camps require live-in in Camp Counselors
University Recreation

Refer to pages 42-46 of the summer program guide
University Recreation

665-7808
Recreservations@utrgv.edu
Access

- Rosters: Complete roster received prior to arrival
- Supervision: 1 for every 10-15 campers
- Activities: Age limits on Weight Room floor
- Fees: $2 per visit + additional special event fees
- Waivers: Completed by parents and submitted with roster
- Check-In: Organization a must for large groups
Health Services

Refer to pages 51-54 of the summer program guide
HS offers the quality medical care to all UTRGV Campers.

To contact Health Services:
- Call (956) 665-2511 Edinburg or (956) 882-3896 Brownsville
- Email healthservices@utrgv.edu
- Our centers are located at 613 N. Sugar Road in Edinburg, and 237 Cortez Hall in Brownsville

Visit our webpage
http://www.utrgv.edu/healthservices
Forms Needed, Pages 51-54

- Confidential Medical Information
- Prescribed Medication Parent Authorization
- Over the Counter Medicine Authorization
Camper Mandatory Forms
Mandatory Forms, Pages 47-57

• Release and Indemnification Form
• UTRGV Summer Camp Student Rules
• UTRGV Summer Camp Applicant & Confidential Medical Information
• UTRGV Summer Camp Medication Prescriber/Parent Authorization (Waiver for OTC Medication)
• Leave Authorization List
• Release of Student Information, Pictures, Video
Best Practices
Best Practices

• Camp Planning and preparation
  • Develop Application Packets
  • Create Binders or folders for participant forms to be easily accessible

• Summer Program Orientations
  • Students
  • Parents
  • Staff (student employees and other staff)

• Summer Program Camp Manual
  • Outline Key Events, contacts, etc.
    • Agenda, Staff Contact, Emergency Contact