



THE UNIVERSITY OF TEXAS AT AUSTIN
CAMPER ORIENTATION GUIDELINES



Orientation

Camp directors are required to hold an orientation for campers before the program starts. Camper orientation meetings should give an in-depth description of the program experience. These guidelines will ensure camp directors provide consistent information to their campers.

Camp directors are required to utilize the YPP Camper Orientation Guidelines.

Program Goals

Outline the program's purpose and explain the learning objectives and outcomes for the campers attending the program.

- Purpose of program
- Expected learning outcomes

Camper Expectations

Please review the camper expectations below with the campers for the program.

- Check-in/Check-out
 - Review the check-in/check-out policy
 - Sign-in/Sign-out sheet for campers who can self-check-in/check-out; or those campers who have permission to bus/bike/fly/drive
- Dress Code In-Person
 - Appropriate vs. inappropriate attire
 - Explain to campers that t-shirts/lanyards must be worn at all times
- Dress Code Online
 - All campers must dress appropriately for the program
 - Must follow school dress code rules
 - Pajamas and swimwear are not permitted
- Schedule
 - Review the program schedule with your campers
- Facilities
 - Review the dorm/facility safety rules
 - Explain they are responsible for any damages to the facility and/or dorm
 - Explain to campers they should leave the environment better than they found it
- Proper Writing Style
 - Be aware of strong language, using all caps, and exclamation points when interacting with designated individuals and other campers
- Online Video-Calls
 - Campers should find a quiet room during the program session
 - Background noise can be distracting for everyone
 - Constant relocation of a computer can be distracting for others
 - Campers should refrain from using personal electronic devices during the program
- Respect Others and Be Professional
 - Explain to campers although they are not meeting in person, it is still a summer program and be respectful of the designated individuals and other campers

Supervision

- Camper supervision
 - Explain the YPP Rule of Three
 - Two (2) designated individuals to every one (1) camper.
 - Two (2) campers to every one (1) designated individual.
 - Explain to campers there is no unsupervised free time
 - This includes breakfast/lunch/dinner breaks
 - Trips to the Drag/store/etc.
 - Exploring the campus
 - Common areas of the dormitory
- Headcounts
 - Inform campers a headcount will be performed to ensure all campers are accounted for on the way to a destination and before leaving a destination
- Curfew
 - Review lights out/curfew information with campers
- Breaks
 - Time/length of lunch break
 - Restroom breaks
 - Explain campers are permitted to use the restroom without supervision. Campers must let the designated individual know where they are going. Campers are given five (5) minutes to use the restroom. After five (5) minutes have elapsed, designated individuals are to go to the restroom and ask the camper if they are okay. (This applies to campers 11 and over)
 - Inform campers they are supervised at all times (even during all breaks)
 - Locker rooms
 - Field Trips

Prohibited Conduct

- Review prohibited conduct rules with campers. Explain if at any time a designated individual makes a camper feel uncomfortable or violates any of the prohibited conduct, and report it to the camp director immediately.
 - No one-on-one contact with campers outside the presence of others
 - 2:1 Rule – 2 designated individuals to every one (1) camper or two (2) campers to every one (1) designated individual
 - This rule does not apply to Zoom meetings. All Zoom meetings must have two (2) designated individuals.
 - Do not meet with minors outside of established times for program activities
 - Do not touch minors in a manner that a reasonable person could interpret as inappropriate.
 - Inappropriate touch includes full-frontal hugging, kissing, lap sitting, wrestling, piggyback rides, tickling, allowing campers to cling to a designated individual's leg, massaging of any kind given by or to a camper, compliments relating to physique or body development, and touching the bottom, chest, or genital areas. *Refer to the chart on page 12 of the designated individual guidebook to review appropriate physical interactions.*

- Do not engage in any abusive conduct of any kind toward, or in the presence of, a minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining
- Do not shower, bathe, or undress with or in the presence of minors
- Do not use, possess, or be under the influence of alcohol or illegal drugs while working a campus program for minors
- Do not be alone in a vehicle with a minor at any time
- Do not have direct electronic contact with minors without another designated individual included in the communication
 - Review social media protocols with campers
 - Designated individuals cannot friend/follow campers on social media
 - Campers cannot friend/follow designated individuals on social media
 - Designated individuals are only allowed to communicate through the program's social media group accounts
 - Designated individuals cannot communicate with campers after the program has ended
 - Review email, text messaging, and telephone protocols
 - Designated individuals cannot communicate with campers via email, text messages, or telephone unless the camp director and another designated individual are on the communication
 - Designated individuals cannot have a camper's phone number
- Review media protocols
 - Do not take pictures or videos of other campers or other designated individuals
- Do not make sexual materials in any form available to minors participating in programs or activities or assist them in any way in gaining access to such materials

Camper Behavior Management

- Camper code of conduct
 - Review the camper code of conduct
 - Explain the consequences of violating the code of conduct
 - Explain the University YPP has a zero-tolerance for drugs, tobacco (this includes vaping), and alcohol
 - When the program is online the YPP has a zero-tolerance for drugs, tobacco (this includes vaping) and alcohol, and if seen online, it will be reported to local authorities, and they will no longer be able to participate in the program
- Bullying
 - Inform campers there is a zero-tolerance for bullying
 - Explain to campers if they have a physical altercation, they will be sent home regardless of who started the fight.
 - Explain to campers appropriate versus inappropriate *physical interactions* between themselves and other campers. Additionally, explain to campers the appropriate versus inappropriate verbal interactions between themselves and other campers. *Refer to the charts on page 16 of the designated individual guidebook for this information.*
 - Inform campers, "Telling is not tattling."
- Cyberbullying

- Inform campers there is a zero-tolerance for bullying
- Explain to campers if they have a verbal or written altercation they will not be allowed to participate in the program
- One-on-one contact is prohibited between campers
- Explain to campers designated individuals will monitor proper writing style of campers
 - Strong language, all caps, and exclamation points should be avoided out of context
- Inform campers “Telling is not tattling”

Medication Policy

- If your program does not distribute medication, omit this section.
- Review the medication policy with campers
 - Prescription medications and over-the-counter medication will be given to the camp director immediately upon arrival. All medication should be labeled and placed in a Ziploc bag with the camper's name and instructions, including dosage amount and times. Medication must remain in its original container from the pharmacy (including over-the-counter medication). **Medication must be stored and locked up.** You must have at least two (2) designated individuals responsible for dispensing medication. When dispensing medication, the responsible designated individuals will ask students to give their full name and birthdate before dispensing the medication and logging the activity in the medication log. Inhalers and epi-pens are allowed to remain with students.
 - Tell the campers the two (2) designated individuals responsible for dispensing their medication

Emergencies

- Practice YPP-approved Program Emergency Plan
 - Show the campers the emergency alarm device and how many times it will be sounded.
 - Take the campers to the two (2) assembly areas, escape routes in case of fire, shelter in place for inclement weather, and/or if the building has to be evacuated (this includes dormitories).
 - Practice an emergency drill from start to finish with campers.
- Missing/Lost Camper
 - Explain the missing/lost camper procedure
 - Ensure all campers have the emergency contact information for the program