

Program Name

Second line or subhead

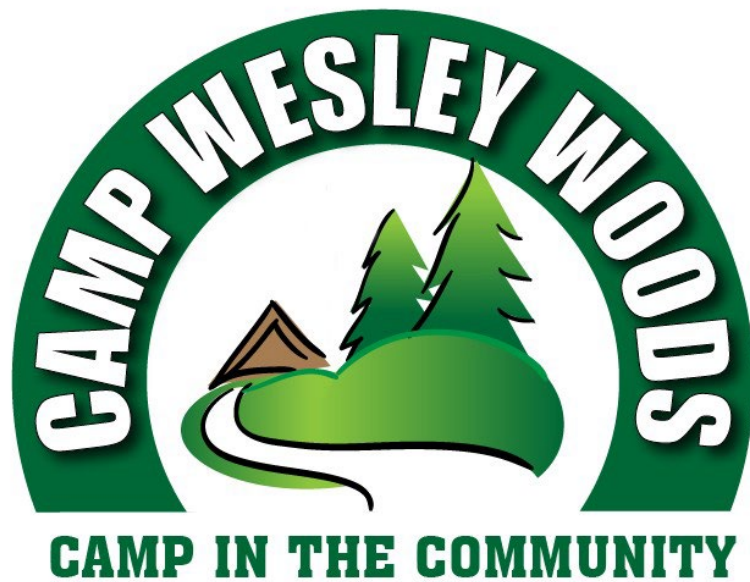
Place program logo here.

Communication Plan

Year, season or subhead

Camp Wesley Woods

Camp in the Community



Communication Plan

2016-17

All content and images centered.
Black only for type.

2" Clear Space
No content or images above this line.

Arial Bold 36 pt.
(Main titles)

Camp Wesley Woods

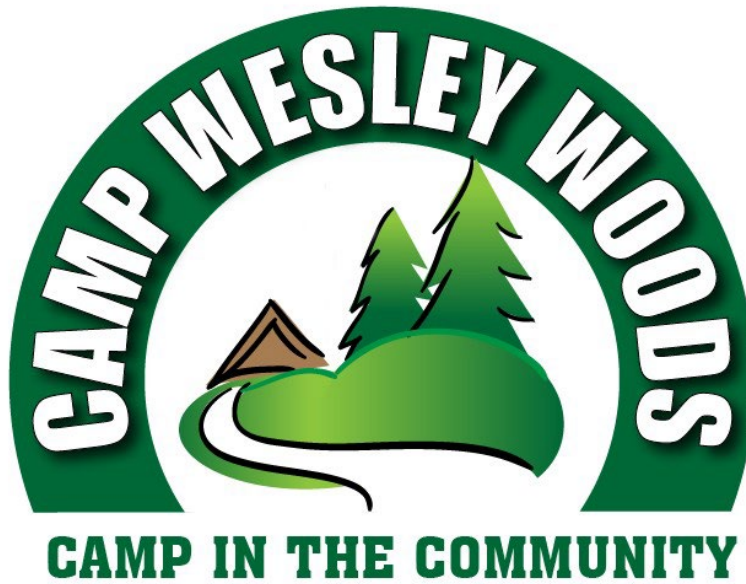
Program name

Arial Bold 24 pt.
(Subheads)

Camp in the Community

Second line or subhead

Place Program
logo here



Maximum image size: 4"w x 4.5"h

Communication Plan

Arial Bold 36 pt.

Communication Plan 2016-17

Year, season, or subhead

No content or images below this line.
2" Clear Space

All content and images centered.

Black only for type



————— YPP Logo – DO NOT DELETE or MOVE

Insert Name of Program
20__ Communication Plan

————— Update Program
Name Year

Arial Bold 12 pt

Header 1

Input information about your camp/program

Insert Table
Height: 0.19 • Width: 6.65
Style: Light Shading – Accent 3

Header 2

Input information about your camp/program staff

————— One inch clear space after
header

Header 3

Existing headers cannot be removed.
Headers can only be added at the end of the
communication plan template when needed

Instruction pages may be deleted once communication
template is completed.

Welcome

Provide an overview of the program. Consider including your program's mission statement, values and goals. Write a description of what topics campers will learn about and skills campers will acquire in the program.

Program Staff

The following program staff and volunteers will be involved with the program:

- INSERT program director name and INSERT program e-mail address.
- INSERT list of the first and last names of each individual involved with the program.
- INSERT the email address all correspondence will come from (ideally, it should be your program e-mail address)
- In the interest of safety, pay attention to the e-mail addresses and names of people who send you invitations to connect. Do not accept invitations from anyone other than the official person and/or email address listed above.

Program Contact Information

Program Name
Physical Address of Program Office
Email Address
Phone Number

Emergency Contact Information

Input who parents contact in the event of an emergency.

Program Director Name
Email Address
Phone Number

Contacting Campers (Emergency)

Input how parents can contact campers in the event of an emergency

Program Location

*Input program location information. In this section, please include **ALL** locations the where campers will participate in activities. This includes on-campus locations and off-campus visits. Please include the **addresses** of the locations.*

For example:

On campus – Welch Hall, Rec Sports Center, Jester Residence Hall, etc.

Off-campus – Laser Tag, Bullock State History Museum, local restaurants, etc.

Program Schedule

Input the program schedule/itinerary for your program. This includes the dates and times of activities during the program.

Program Activities

Provide an overview of the activities campers will participate in throughout the program.

Registration

Each camper will register through Ideal Logic, The University of Texas-sanctioned program registration platform. [insert program registration link here]. All forms must be submitted before the program's start date of [insert start date here].

If your program collects application information through a different system (e.g. Qualtrics), please also include that information here.

Check-In

Input your detailed check-in process, including:

- Which staff members are greeting campers and parents arriving
- Which staff members are escorting campers to program locations upon arrival
- Check-in process system – logging attendance in Ideal Logic, using spreadsheets, etc.
- Check-in times and locations
- Safety measures in place

Checkout

Input your detailed checkout process, including:

- Which staff members are dismissing campers and parents/guardians leaving
- Which staff members are escorting campers to the checkout location
- Check-out process system – logging attendance in Ideal Logic, using spreadsheets, etc.
- Check for authorized pickup individuals (checking for IDs and matching with info in Ideal Logic).
- Check-out times and locations

- *Safety measures in place*

Include the following statement: Designated adult(s) picking up campers will need to provide an ID (e.g. driver's license, passport, etc.) which matches the names listed during registration as the approved adult(s) for checkout and pickup.

Unaccompanied Minor Travel

Input information regarding unaccompanied minor travel. Please use the following language:

Parents and/or guardians must indicate if their camper can travel unaccompanied when arriving and leaving the program through the appropriate consent forms in the Ideal Logic participation registration system. During the program, all campers will be accompanied by designated program staff for any on and off campus travel.

Transportation to the University

Input how campers will get to the university if traveling locally and /or from out of state.

- *Bike, bus, walking, car, plane, etc.*
- *Campers and their parents and/or guardians are responsible for making appropriate travel arrangements for check-in and check-out.*

DO NOT include suggestions on how campers should arrive or leave campus (i.e. Uber, Lyft, etc).

Parking

Input parking information for parents and/or guardians dropping off and picking up their campers. Additionally, provide the parking information for campers if they are legally allowed to drive and are arriving by their own car and have indicated that in their registration. Include nearby parking garages, parking lots, and the costs of parking on campus. If your program will provide any parking permits or reimbursement for parking, please include that information here.

Getting Around the University

Input information about how your campers will get around campus. For example, this includes campers walking from activity to activity or university-provided transportation (e.g. university vehicles, charter buses, etc.).

Maps/Directions

Insert maps and/or directions relevant to your camp program.

Required Program Forms

Input what program forms must be completed.

The following forms are all completed in Ideal Logic:

- UT Youth Protection Transportation Form
- UT Youth Protection Program Release and Indemnification Agreement
- UT Youth Protection Program Media Release
- UT Youth Protection Remind Consent Form (If applicable)
- UT Youth Protection Wellness Release Agreement
- Program Code of Conduct
- Cancellation Policy (if applicable)

Returning Program Forms

All required program forms listed above must be completed using the Ideal Logic participation registration system. [insert program name] will not accept paper copies of the forms.

Medical Care

Input information about where campers will receive medical care. This includes:

- *Your process for minor injuries and illnesses as well as emergencies.*
 - *How will parents/guardians be contacted about their camper*
- *Addresses and names of medical facilities campers may receive treatment in the case of any incidents or emergencies.*
 - Examples: University Health Services, Dell Seton Medical Center, St. David's, local urgent care centers, etc.
- *Include the following statement: Two designated staff members will accompany the minor during any medical-related transportation and care.*

Medications

*Input information about how the program manages campers' prescription medications and over-the-counter medications during the program. Include whether your program will dispense medication or if medication is not permitted. Depending on your decision, use one of the following statements. Include where medications will be stored if dispensing medications. Please note: This is the **only language** that will be accepted by the YPP Office for approving programs:*

Dispensing Medication

Parents must include in their child's registration all medications the campers will and may use throughout the program.

All prescription and over-the-counter medications will be given to the program 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). At check-out, medication will be returned to each individual camper. Inhalers and epi-pens are allowed to remain with campers.

Medications will [enter where medications will be locked/stored].

No Medication

Medications are not permitted at the (insert program name). All campers must take their medication before the program begins or after it ends. If any medications are found with the campers, they will be dismissed from the program. Campers are permitted to keep their EpiPens and inhalers.

Housing

Input housing information about where campers will be staying overnight. This includes the names and addresses of university residence halls, apartments, and/or hotels.

Meals

Input meal information such as if you will cater food, use on-campus dining facilities, or dine-in at local restaurants. If campers need to bring money for meals, please include that information here.

Parents and/or guardians should include all dietary restrictions in the Ideal Logic participation registration system.

Roommate Request

Indicate whether your program will assign roommates or if campers can request a specific roommate. If they can request specific roommates, describe your process.

Curfew

Input the curfew for your program. This should be an age-appropriate time. When determining your program's curfew, consider if you are sharing housing with another program and/or age group.

Parent Visits

Input information about whether parent visits are allowed or not. If you allow parent visitors for a portion of your program, please include details here.

If not allowing any visitors, including parents, please use the following language:
Students cannot have visitors, including parents, during the program. Adults with access to the campers require background checks that are also checked through the national sex offender registry and have completed training on protecting children from abuse. [insert program name] follows the rule of three where at least 2 designated program staff are present with an individual camper or 2 campers are with 1 designated program staff.

ADA Accommodations

If you require ADA accommodations to participate in [insert name of program and session name], please contact the Program Director at [insert program email address] or [insert Director or Program phone number] no later than [insert deadline].

What to Bring

Input information about what campers should bring to the program.

- Appropriate clothing and footwear for activities
- Toiletries (e.g. toothbrush, toothpaste, shampoo, body wash, towels, etc.)
- Bedding (if not already provided by housing)
- Sun protection (e.g. hats, sunglasses, sunscreen, etc.)
- Re-usable water bottles
- School supplies (e.g. laptop, notebooks, writing utensils, etc.)
- Any other items your program requires

What Not to Bring

Input information about what campers should not bring to the program.

- Alcohol
- Illegal drugs
- Vape Pens
- Large amounts of money
- Sharp objects (e.g. knives, Swiss Army knives, scissors, razors, etc.)
- Valuables (e.g. cherished jewelry)
- Firearms

Wellness Policy

This section cannot be changed. (delete the top sentence)

Your child's health is important to us. However, certain symptoms in children may suggest the presence of a contagious illness. Keeping your child(ren) at home when sick will reduce the spread of the illness to other children participating in the program.

- Children exhibiting symptoms of a contagious illness should stay home and are not allowed to attend programming.
- Children exhibiting contagious illness symptoms while attending a program must be picked up immediately. If your child(ren) is from out of state, you must make arrangements with the program to pick them up as soon as possible.

Youth Protection Program

This section cannot be changed. (delete the top sentence)

All summer programs involving minors at The University of Texas at Austin follow guidelines set forth by the Youth Protection Program (YPP). The purpose of the YPP is to promote the safety of minors participating in programs on university premises or participating in those programs sponsored or supported by the University. All programs work closely with the YPP Director to ensure that every program operates in accordance with all of the university's policies, rules, and regulations, as well as the laws of The State of Texas regarding the safety of minors. More information about the YPP is available online at www.youthprotectionprogram.utexas.edu, and questions can be directed to the YPP Director at ypp@utexas.edu.

Campus Concealed Carry

This section cannot be changed. (delete the top sentence)

On June 1, 2015, Gov. Greg Abbott signed S.B. 11, also known as the "campus carry" law. S.B. 11 provides that license holders may carry a concealed handgun throughout university campuses starting Aug. 1, 2016. The law gives public universities some discretion to regulate campus carry.

The University of Texas at Austin takes issues surrounding guns on campus very seriously and will strive to create policies that conform to the new law, protect the rights of citizens and ensure the safety and security of the entire campus.

S.B. 11 provides that after consulting with students, staff, and faculty regarding "the nature of the student population, specific safety considerations and the uniqueness of the campus environment," the university may enact reasonable rules and regulations regarding:

- carrying of concealed handguns by license holders on campus; and
- storage of handguns in dormitories or other residential facilities

The law stipulates, however, that these rules and regulations may not either "generally prohibit" or "have the effect of generally prohibiting" license holders from carrying concealed handguns on campus.

The purpose of the Youth Protection Program (YPP) is to protect all minors in their university-sponsored activities and interactions involving members of The University of Texas at Austin community. Pursuant to S.B. 11 (the "Campus Carry Law"), the YPP Policy prohibits the carrying of a concealed handgun by any person involved in a University of Texas at Austin campus program for minors. This Policy also applies to parents and guardians who are visiting or transporting a participating minor to and from a campus program for minors at The University of Texas at Austin.

"PURSUANT TO SECTION 30.06, PENAL CODE (TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN"

Please see the [Campus Carry Implementation](http://www.campuscarry.utexas.edu/) (www.campuscarry.utexas.edu/) website for more information.

Social Media Communication

This section cannot be changed. (delete the top sentence)

Designated individuals will set their social media accounts to private for the duration of the program. Personal emails, text messages, phone calls, and private social media communications with campers are not allowed.

Post Program Communication

This section cannot be changed. (delete the top sentence)

Campers may stay in contact with the camp director, faculty, or staff via the program's social media accounts on Facebook, Instagram, Twitter, etc. Personal emails, text messages, phone calls, and private social media communications with program staff and faculty are not allowed.

Code of Conduct

This section cannot be changed. (delete the top sentence)

Input your program's approved Code of Conduct. Please note that the Code of Conduct for the camp program must be submitted to the YPP Director for approval before adding to the camp communication plan.