

 **Standard Operating Procedures**

The required **STANDARDS** are recognized and endorsed by the **American Camp Association.** Please complete and upload into program folder. (\**Sample “help text” is available in* ***Box (helpful Forms)*** *to aid as a guide in crafting language.)*

1. Participant Registration

Describe the programs process for collecting completed registration forms for minor participants (medical, waivers, behavioral expectations, disciplinary procedures)

1. Education and Training

Describe the process of providing required training and education to applicable youth program staff.

(Authorized Adults and Program Staff, 2yr. requirement,) **Staff Roster must be submitted in Box Folder**

1. Hiring

Describe the programs hiring practices for the selection of qualified candidates for the youth program (applications, job descriptions, interviews)

1. Medical

Describe the programs process for collecting comprehensive health history and the on - site availability of a qualified staff member certified in first aid, CPR and the dispensing and storage of all medicine.

(allergies, dietary restrictions, medications, past medical treatment, immunizations, current conditions, and activity restrictions).

1. Emergency Response

Describe the programs method for responding to emergencies in compliance with Baylor University Emergency Management Guide.

(re: Summer Camp Handbook)

1. Emergency Communication

Describe the programs process for timely communication with parents for any emergency or location change

1. Safety of Programming Areas

Describe the programs procedures to monitor the conditions of all programming areas (facility & grounds, equipment, vehicles)

1. Special Needs Participants

Describe the programs abilities to meet the needs of minor participants that may have special needs.

1. Transportation Plan

Describe the programs procedures for an orderly arrival and departure of minor participants to include a required daily sign in/out record.

1. Social Media

Describe the programs expectations for restricting, prohibiting, and/or monitoring of electronic communications of minor participants and program staff (cell phone, email, social media)

1. Incident Reporting

Describe the programs procedure for providing education and awareness to program staff and consumers regarding their reporting requirements and methods for documenting any reported incident.

1. Supervision

Describe the programs procedure to certify that minor participants are appropriately supervised.

(American Camp Association ratios)

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| **PARTICIPANT AGE** | **NUMBER STAFF** | **OVERNIGHT PARTICIPANTS** | **DAY PARTICIPANTS** |
| **5 YRS** | **1** | **NA** | **6** |
| **6 - 8 YRS** | **1** | **NA** | **8** |
| **9 - 14 YRS** | **1** | **8** | **10** |
| **15 - 18 YRS** | **1** | **10** | **12** |