

STAFFING RATIOS

Other than in cases outlined as follows, program staff should make every effort to ensure that all activities involving minors are supervised by at least two Authorized Adults or by parent(s) or legal guardian(s) of the participants. Some of the factors to be considered in determining requirements for supervision are the number and age of participants, the activity(ies) involved, type of housing if applicable, and age and experience of the staff members. It is acceptable for an individual program staff member to provide program services to a group of participants (e.g., classroom instruction or outdoor activities) if the activity is conducted in an open or public area where the group is visible to others outside the group at all times. This includes classroom or meeting activities where open doors or windows allow for a clear line of sight.

- a. In accordance with the American Camp Association, the ratio of program staff to program participants should, at a minimum, meet the following:

Standards for resident camps are:

- One staff member for every five campers ages 4 and 5
- One staff member for every six campers ages 6 to 8
- One staff member for every eight campers ages 9 to 14
- One staff member for every 10 campers ages 15 to 17

Standards for day camps are:

- One staff member for every six campers ages 4 and 5
- One staff member for every eight campers ages 6 to 8
- One staff member for every ten campers ages 9 to 14
- One staff member for every twelve campers ages 15 to 17

- b. Program staff should assign a staff member who is at least 21 years of age to be accessible to participants. The staff member should reside in the housing unit, if applicable. Additional Authorized Adults should be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.

When currently enrolled University students are hosting minor high school students participating in pre-enrollment visitation, the hosting University student(s) will not be required to be at least 21 years of age and the guideline for two Authorized Adults does not apply.

Guests of residents in University housing are required to follow all University rules.

- c. Responsibilities of program staff should include, at a minimum, informing program participants about safety and security procedures, University rules, rules established by the program, and behavioral expectations. Program staff are responsible for following and enforcing all rules and should be able to provide information included herein to program participants and be able to respond to emergency(ies).

All supervised participants in a University program or a program taking place on University property are generally permitted in the general use facilities [e.g., athletic fields, public spaces, academic buildings] but may, as needed, be restricted from certain areas of the facilities [e.g., storage rooms, equipment rooms, athletic training rooms, staff/ faculty offices] or from utilizing certain equipment.