



### **Groups with Child Participants**

All groups, camps, and conferences that will be housed in Founders Hall with any participants under the age of 18 are subject to the following rules, in addition to the FVCC Summer Housing Regulations and Expectations.

1. All groups must provide adequate adult supervision of the children. FVCC has minimal staff during the summer months and provides no supervision services. To assure adequate supervision, each group must have one adult chaperone for each ten participants under the age of 18. A list of chaperones must be provided by the group prior to arrival.
2. The group must identify a Primary Chaperone who will be the liaison with the Residence Life staff. The name of the Primary Chaperone and a cell phone number where he/she can be reached must be provided prior to arrival.
3. The group chaperones must establish an on-call schedule for chaperones that will identify the chaperone that will be available in case it is necessary for the Residence Life staff to contact someone. A copy of the schedule must be given to the Residence Life staff at check-in.
4. The chaperone on duty is to remain in Founders Hall whenever a participant under the age of 18 is in Founders Hall. If the chaperone will be away from his/her room, a cell phone number, or other means of communication will be provided to Residence Life staff so that the chaperone may be contacted if needed. It is the responsibility of the group to arrange for adequate means of communication with the chaperone on call.
5. The Primary Chaperone is responsible for educating the chaperones and the participants on the Summer Housing/Residence Life and College rules and regulations and evacuation procedures in the event of an emergency.
6. Chaperones in the ratio of 1:10 must stay with the participants in Founders Hall and must be present from the time the first child participant arrives until the last child participant departs.
7. Chaperones are required to enforce the Summer Housing/Residence Life and College rules and regulations, and assist Residence Life staff in check-in/check-out procedures, collection of any lost key charges and damage charges, enforcement of rules, and evacuation procedures.
8. Chaperones must be prepared to organize the orderly evacuation of their participants if an emergency should arise. It is recommended that each chaperone be assigned particular children for whom they are responsible to safely evacuate in the case of an emergency evacuation.
9. Chaperones shall immediately report medical emergencies, building maintenance concerns, or other concerns to Residence Life staff.

I have read the above Rules for Groups with Child Participants and the requirements and agree to its terms.

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Program/Camp Coordinator Name (print)

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Program/Camp Coordinator Email Address

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Program/Camp Coordinator Cell Phone

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Program/Camp Coordinator Signature

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Date

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Primary Chaperone Name (print)

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Chaperone Email Address

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Chaperone Cell Phone

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Chaperone Signature

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Date

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Group/Organization Name