



## Virtual Camp FAQs & Guidelines

UMPR is excited to offer Virtual Camps this Summer! Below are some FAQs along with some important info to be aware of before taking part in any of our Virtual Programs.

### WHAT IS VIRTUAL CAMP?

- In an effort to keep our community connected, give our campers opportunities to see one another, and have a little fun, we have created Virtual Camp.
- Virtual Camp will be our best attempt at bringing camp to life through the computer.
- Campers are a part of a daily virtual group, and will experience live original streaming content with camp staff from UMPR's Adventure Day Camp and Camp Beechtree.

### WHAT DO I NEED TO ATTEND?

- A valid parent/guardian email address that is checked regularly.
- A laptop or a desktop will work best; however, a tablet will work as well. As a last resort, you could use a phone, but we recommend a larger screen for a better experience.
- A working webcam, audio, microphone, and stable Wi-Fi.
- A comfortable and quiet work area. Some of our virtual camp sessions do include physical activity, so space to move around is highly encouraged.

### WHAT IS THE PARENT'S ROLE?

- Our staff is trained to guide the campers through the daily program without parental assistance. However, this depends on the comfort of your child with technology and the ability to work independently. You are welcome to stay with your child during the class if you feel it is necessary.

### HOW DO I ACCESS THE VIRTUAL CAMP & OTHER RESOURCES?

- All LIVE Virtual Camp activities will take place online using Zoom Video. Links to the LIVE Zoom Videos will be emailed to those registered for camp.
- A "Supply Kit" is included with your virtual camp registration. The kit will contain items such as arts and crafts, paper, glue, crayons, and any other necessary activity supplies to complete projects. We also include a list of any other readily accessible supplies that might be needed in advance.
  - Supply Kits will need to be picked up at the UMT Pool Office during designated pick up times.

## WHAT ABOUT SAFETY?

- We have decided to use Zoom as our online platform for facilitating the Live Virtual Meets. Although, we will make every attempt possible to safeguard our meetings and activities, please understand that the use of any online video conferencing tool poses inherent risks for malware, phishing, and privacy concerns.
- Below are some best practices we are using to keep our Virtual Programs safe:
  - Required Program Registration – all participants must register through our Online registration system (CommunityPass)
  - Passwords will be required to access the meeting
  - Visible Username required – All users must update their visible name prior to joining the meeting so it properly reflects who they are. Minors should not list the participant's full name – for instance, Jane Doe should be updated to reflect Jane D. (Your visible name can be changed by right clicking on the visible name in your video image and selecting 'rename' in the drop-down window.) You will NOT be admitted into the Zoom meeting from the waiting room if we cannot identify you properly based on your visible username.
  - Zoom Waiting Room – Participants cannot join the online meet until our staff have logged on. – You will be 'waiting for the host (our staff) to join or in the waiting room.' You will not be permitted to enter the program until we select to 'admit' you.
  - Control of Screen Sharing – Our Department staff only will be permitted to have the screen share feature to utilize.
  - Locked Chat Box – We will automatically lock chat feature on Zoom, due to its distracting nature. Only during certain instances will we enable the chat feature.
  - Monitor Audio – Department staff can momentarily disable a participant's audio and video connections.
  - Remove a Participant – We have control to remove you at any time, due to inappropriate or distracting behavior during a program.

## ADDITIONAL INFO:

- Program Leadership - Each program will be led by at least one or more Camp Staff members. Generally one staff member will be responsible for guiding the program and another staff member will be responsible for observing online behavior.
- Recorded Content – For the safety of our Staff and participants, our live Zoom meets will be recorded. By registering for Virtual Camp, you grant permission to allow photographs and videos to be taken for Upper Merion Township publicity purposes. We ask that you do not record any portion of our content at any time for any reason. This includes video or audio content and screenshots. Doing so, will result in permanent dismissal from our programming. Our Department cannot guarantee that all program participants will comply with this request.
- Online Behavior – We ask that you be a good digital citizen and participate in our program both responsibly and positively. Please be mindful that virtual programming is taking place within a group setting and you have a responsibility to behave respectfully and appropriately.
- Below are some things you can do to help be a good digital citizen:
  - You should be the only participant in your video – recognizing that a parent/guardian may be present outside of the viewing radius of your camera.

- Eliminate distractions in your camera's viewing radius – try to use a solid background area free from movement such as pets, siblings, music, noise or other interferences. Custom virtual backgrounds are welcome provided they are not too busy or distracting.
- Participate in a space where you are comfortable and can move around.
- Please try to avoid any disruptions during your scheduled program. If you need to take a break, please communicate with the staff member and excuse yourself.
- Wear appropriate clothing such as school or casual attire.
- Refrain from cell phone use, grooming, or other inappropriate gestures.
- Always mute your microphone unless it is your turn to talk or you would like to talk. When it is your turn to talk, please speak up and join the conversation. Note that each program leader may establish different ways of providing notice that you wish to speak, this may include physically holding up your hand, using the 'raise hand' feature in Zoom, or another pre-determined and communicated way of establishing notice to speak.
- Watch the person who is talking and be respectful to who is talking.
- There is zero-tolerance for inappropriate behavior, including bullying. Any inappropriate behavior will be up to the judgement of the Department staff member who is leading the program and will be addressed with a parent/guardian as she/he sees fit.