



RICE UNIVERSITY

Office of Ethics, Compliance and Enterprise Risk

Parent Packet Helpful Tips

We encourage each department or program that hosts a youth program to send out helpful parent information prior to the start of the youth program. Below you will find recommended information for each program to include in a parent packet and/or email communication. Please be sure to tailor this to your specific program.

- Maps demonstrating the best path for parent dropoff/pickup
- Check out process for the program
- Sample daily agenda
- Program specific expectations for youth attending
- Recommended items to bring/not bring to the program
- Program contact information - include a cell or camp phone number
- Inclement weather procedures
- How parents can sign up for RiceAlert for emergency notifications
 - Sample language: *Rice University has developed Rice Alert to effectively communicate emergency information through multiple channels. We encourage all parents/guardians of youth participating in Rice-sponsored on-campus programs to sign up for Rice Alert by texting MINORS to 888777.*
- How parents can report an incident involving their child
 - Sample language: *Rice University has taken steps to ensure that all youth program staff are aware of their responsibility to report known or suspected child abuse, but it is also important for participants and their parents/guardians to report suspicious behavior. If we all work together, we can create the safest possible environment for your child.*
 - *If you or your child become aware of known or suspected child abuse on our campus or involving program staff or participants, please report it immediately to the Rice University Police Department by calling 713-348-6000.*