



# Guidelines for Program Planners

## ***What happens on Kids at UCSF Day: Promoting Equity for Girls and Boys?***

Kids at UCSF Day: Promoting Equity for Girls and Boys will take place **Thursday, April 23 2009**. This year, we hope to accommodate approximately 500 children. The day is divided into two parts:

**8:30 – 11:45 a.m.:** *Morning Program* - Campus and medical center departments host programs to engage children in the activities of their workplace. Registration for these programs is open to the children of all University faculty, staff and students.

**11:45 a.m.:** Parents/guardians pick up their children, and either join us for the lunch program in the Millberry Union Gym on Parnassus or take them to their own workplace to spend the rest of the day.

**Noon – 1:00 p.m.:** The *Lunch Program* takes place in Millberry Union Gym, after which parents are encouraged to take their children to their own workplaces to spend the rest of the day.

**1 – 3 p.m.:** The *Afternoon Program* is held in the Millberry Union Conference Center & Gym. Space is limited to 100 kids and is reserved for children whose parents cannot take them to their own workplaces after the Lunch Program.

## ***Designing Your Department's Program***

The purpose of hosting children in your department is to help build their confidence, expose them to opportunities available to them, and engage their abilities to dream and plan their futures. Here are some points to help you in your planning.

### Determining space allotments

We ask you to host a minimum of 10 children for each program. If you would like to host more, the number of children should be based on space and staff availability to ensure children will be supervised and directed appropriately. Please remember to indicate the number of children you will be hosting on the Program Registration Form.

### Determining time allotments

The time allocated for departmental programs is 8:30 – 11:45 a.m. Your department can offer one, 3-hour program, or two, 1.5-hour programs. **We highly recommend offering TWO programs because that will allow us to involve many more children.** The morning schedule is:

Program One	8:30 – 10:00 a.m.
Transition Time	10:00 – 10:15 a.m. (travel from Program One to Program Two)
Program Two	10:15 – 11:45 a.m.

If you host only one program for 1.5 hours, then we will combine your program with another program on campus, in order to enroll children for the entire morning. If this applies to you, we will advise you whether your program will be included in Session One (8:30 – 10:00 a.m.) or Session Two (10:15 – 11:45 a.m.).

## ***Important things to keep in mind***

### Be Interactive!

HANDS-ON ACTIVITIES ARE BEST. Avoid being a “talking head.” Active learning is the best way for the children to experience your department. Pretend you are between the ages of 9 and 13 and have never been in your work environment before. What activities/jobs would be interesting? What questions and conversations would open a child's eyes to the excitement, challenges and possibilities for a future in your department?

## Welcome & Orientation

At the beginning of your program(s), it is helpful to have all the children gather for a warm welcome and introductions. You may want to give them a tour of the immediate department to help them feel comfortable and to show them the restrooms, water fountain and exit locations. We also suggest offering an interactive “ice breaker” exercise.

## Allot time for snack & bathroom breaks

Please allow 10 minutes for snacks, water, and a bathroom break. Ask your department to provide a small snack and/or juice, and offer the children water. Plan your activities so that children do not need to stand for more than 20 minutes at a time or sit for long periods without the opportunity to get up and move around.

## Determine age-appropriate activities & language

Create activities and use language that is not too simple for older kids or too difficult for younger children. Ask them if they understand what you are saying or have questions, letting them know that there are no “dumb” questions! A program that is interesting and challenging, but not frustrating, will create the best experience. Plan separate programs for children aged 9-10 and aged 11-13.

## Safety

“Childproof” your department. Make sure all poisonous materials are marked and out of harm’s way. Keep children away from animals that may bite. Prevent children from being exposed to anything that may possibly affect their health or that could be frightening (x-rays, bacteria, body organs, etc.). Address these issues with your department immediately.

## Department-specific considerations

If you are planning activities that will bring children into direct contact with patients, you must get approval from your department manager regarding appropriate patient contact and appropriate ages for children participants. **In addition, you will need to complete the appropriate patient release forms with patient signatures before your program(s) begins.**

## If you are hosting a program from 8:30 – 10:00 a.m.:

- Have your doors open and be ready to greet children as early as 8:00 a.m. You might want to hand out word search or crossword puzzles, or play a game like Pictionary to keep them occupied while the other children arrive.
- Place signs outside of your location, directing children to the program.
- Hand out children’s name badges (provided by the Center for Gender Equity).
- Make sure you and all of your staff are wearing name badges and take attendance for each program.
- At the end of the program, take your group to the next program on the agenda (information will be provided in a packet given to you prior to Kids at UCSF Day: Promoting Equity for Girls and Boys).

## If you are hosting a program from 10:15 – 11:45 a.m.:

- Have your doors open and be ready to greet children as early as 10:00 a.m.
- Place signs outside of your location, directing children to the program.
- Make sure you and all of your staff are wearing name badges and take attendance for each program.
- At the end of the program, hand out certificates of achievement (provided by the Center for Gender Equity).
- When your program concludes, wait with your group in the exact location indicated on your agenda for your program. Parents/guardians will pick up their children at this location.

## ***What about the children of our department’s employees?***

For each program your department agrees to host, 20% of the spaces will be reserved for the children of your department’s employees. A form will be sent to you, as program coordinator, to list the children for whom you wish to reserve these spaces. All other children will be accepted into your program on a first-come, first-served basis. Example: If you offer 10 spaces for your program(s) on the Program Registration Form, 2 spaces will be automatically reserved in your program(s) for children of employees in your department. If your department only wants to host a program for children of its faculty and staff, do not send us a Program Registration Form. In this case, we will not list your program in our mailing or in any press releases. *The Center for Gender Equity is coordinating only those programs that are open to **all** children for participation.*

## ***Questions?***

Contact Chelsea Simms in the Center for Gender Equity office at 476-5222 or [csimms@genderequity.ucsf.edu](mailto:csimms@genderequity.ucsf.edu). We extend our thanks to each of you and your departments for participating, and look forward to a fun and inspirational day for our children!