

UE  
Summer Camp  
Handbook  
2023

## UE Mission Statement

*To empower each student to think critically, act bravely, serve responsibly, and live meaningfully in a changing world.*

## Purpose

*UE Summer Camps are designed to create a spark in our youth to consider and obtain a college education by exploring various disciplines and engaging in activities to help them intentionally design the future they want for themselves, their families, and their communities.*

## Youth Programs Administration and Staff

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*The Office of Youth Programs is committed to serving the Evansville Community by providing a safe, fun, and educational environment that allows our most valuable assets, our children, to thrive. This handbook to serve as a guide of processes, expectations, and overall operation of summer camps here on the University of Evansville Campus. This handbook does not replace and in no way alter campus policies that are in place with our offices of [Public Safety - University of Evansville](#) and [Risk Management - Administrative Services - University of Evansville](#). This handbook is updated as needed and can change without notice. Any questions or concerns regarding this handbook, please contact the Office of Youth Programs.*

## Communication

Keeping camp participants safe is UE's number one priority! It is important that all contact information provided at registration is up to date and accurate and that parents/guardians or an emergency contact is always available. Camp notifications will be sent via email and text if there is an immediate change in the day's activities, drop off/pick up process, inclement weather, or emergency situations. If parents/guardians have questions or concerns, they may call the administration and/or staff of the Office of Youth Programs to schedule an appointment. During peak times (i.e., drop off/pick up, lunch times, etc.) we may not be reachable, but parents/guardians are encouraged to leave a message or send an email. If there is an emergency, camp participant's parents/guardians may contact Office of Public Safety at 812.488.2051.

## Camp Attire

Camp participant should wear clothing that is comfortable and shoes that are closed toe.

Camp participant may be outside, and sunscreen is not to be brought to camp and applied. If camp participant requires sunscreen, please apply at home. UE summer camp staff and/or faculty will not apply sunscreen to camp participants.

## Belongings

Do not allow camp participant to bring toys, electronic devices (see cell phone section) and any additional valuable items to Summer Camp. Any item considered disruptive will be collected by supervising UE summer camp staff and/or faculty. Parents/guardians will be notified, and item(s) will be placed in the Office of Youth Programs. Parents/guardians may pick up items at the end of the day when camp participants are dismissing.

***UE is not responsible for lost or stolen personal belongings. Camp participant is responsible for all personal belongings.***

## Transportation

Parents/guardians are responsible for transporting camp participants to and from UE summer camps. Camp participants are not permitted to drive themselves to and from camp at any time.

## Cell Phone Policy

Camp participants are permitted to bring their cell phone. Camp participants are responsible for their cell phone. Smart watches, earbuds, phone chargers, and other phone accessories are not permitted. Camp participants are not permitted to utilize and/or post on social media, take pictures or recordings, and talk or text on cell phones during camp hours. UE summer camp staff and/or faculty may collect cell phones from camp participant if continuous usage is noticed. We ask that all camp participants respect each other's privacy and allow each other to have a meaningful camp experience by not using their cell phone. If a camp participant needs to reach their parents/guardians during camp hours, camp participant should notify supervising UE summer camp staff and/or faculty. Camp participant will be allowed to utilize their cell phone to communicate with parents/guardians. Parents/guardians should not contact camp participant during camp hours unless there is an emergency. Parents/ guardians should contact the Office of Youth Programs if they need immediate to communicate to their camp participant at 812.488.3440.

***Camp participant should not loan their cell phones to other camp participants. UE summer camp staff and/or faculty are not responsible for lost or damaged phones and/or accessories.***

## Medication

Best practice is to administer **ALL** medication prior to coming to camp or after camp participant is picked up from camp. If camp participant needs medication (prescription and/or over the counter-OTCs) during camp hours, a Medication Form must be submitted. If the medication (prescription and/or over the counter-OTCs) was listed with instructions on the registration application, a Medication Form is not required.

**ALL** medication must be delivered by parents/guardians in its original container/bottle with dosage amount listed on label. Parents/guardians are responsible for dropping off and picking up **ALL** medications and completing the Medication Form. Camp participants are not allowed to bring medication or keep it on their person (see exceptions below) during camp hours or while on campus. When dropping medication off to UE summer camp staff and/or faculty, a Medication Form must be submitted and signed by parents/guardians (unless already completed on registration application).

***Inhalers, Epipens, or any medication that renders immediate aid may be kept on person but must have a label with camp participant's name and dosage information and a Medication Form completed.***

If a camp participant brings medication of any kind, parents/ guardians will be notified. Medication will be collected by UE summer camp staff and/or UE faculty and will not be administered.

## **Allergies and Dietary Restrictions**

Allergies to food, chemicals, or other environmental issues (such as flowers and bee stings) must be listed in the Medical Information section of the camp participant's camp application. Please include reactions and treatments.

## **Illness and Injury**

If camp participant is showing symptoms of illness, we ask that the camp participant be kept home. This helps keep other camp participants and UE summer camp staff and faculty safe. If camp participant becomes ill while in camp, camp participant will be moved away from other camp participants and will be supervised by UE summer camp Staff and/or faculty until parents/guardians arrives. If parents/guardians are unable to be reached, an emergency contact listed on camp participant's application will be notified. Camp participants must be symptom free for 24 hours before they may return to camp.

If camp participant is injured while in camp, parents/guardians will be contacted. If parents/guardians are unavailable, an emergency contact will be contacted. If a severe emergency occurs, 911 will be called.

***Refunds are not issued for illnesses or injuries that occur once camp has started.***

## **Accommodations**

If your camp participant requires a special accommodation due to behavior, mental, or physical reasons, please notify the Office of Youth Programs via email at [youthprograms@evansville.edu](mailto:youthprograms@evansville.edu) or by calling 812.488.3440.

## Authorized Pick Up List

On the camp participant's application, there is a place to list emergency contacts. These contacts are also considered authorized to drop off and pick up camp participant. Camp participant must be signed in and out every day by a parents/guardians or an emergency contact/authorized adult. We will ask for ID. This is for your camp participant's safety. We ask that authorized individuals be patient with the pickup process and remain respectful to camp participants, UE Summer Camp Staff and/or faculty. Authorized pick up individuals must be 18 years of age or older. If changes must be made to the emergency contact list and/or authorized pick-up list, the parents/guardians are only authorized to make necessary changes.

UE summer camp staff and/or faculty will not dismiss a camp participant to any authorized adult who appears to be under the influence of drugs and/or alcohol. The Office of Public Safety will be notified, and appropriate authorities will be contacted.

## Youth Programs and Camp Rules

- RESPECT all campers, staff, campus equipment and facilities, and yourself
- Keep hands, feet, and objects to yourself
- FOLLOW DIRECTIONS
- Use appropriate language
- Stay with your assigned camp at all times
- Ask questions
- Have FUN!

## Discipline

The Office of Youth Programs expects all camp participants to follow basic rules. Camp participants will attend an orientation their first day of camp and rules and expectations will be discussed. Any camp participant not following the rules, UE summer camp staff will redirect participant. If redirection does provide long-term effects, then the camp participant will be removed from their assigned camp group and meet with the administration and/or staff of the Office of Youth Programs for a "brain break". If

participant’s behavior does not improve, parents/guardians will be called to pick up camp participant.  
**Refunds are not issued for camp participants sent home due to disciplinary issues.**

### Program/Camp Registration and Payment Policy

Parents must register and pay for their camp participant(s) prior to attending any UE summer camps. Payment is due at registration! Financial Assistance is available upon request on a first come, first serve basis. There is a non-refundable \$25 registration fee that is included in the cost of the program/camp. All payments must be submitted online.

### Refund Policy

All camp cancellations require a written notice via email to [youthprograms@evansville.edu](mailto:youthprograms@evansville.edu). Email must come from a parents/guardian’s email provided at registration. Email must include parent/guardian’s name, student’s name, and reason for cancellation. There is a non-refundable \$25 registration fee that is included in the price of each camp. Refunds will be given based on the chart below:

<b>CAMP</b>	<b>START DATE</b>	<b>TWO WEEK 100% REFUND DEADLINE</b>	<b>ONE WEEK 50% REFUND DEADLINE</b>
SPRINGBOARD	June 26th	12:00 a.m. June 12 <sup>th</sup>	12:00 a.m. on June 19 <sup>th</sup>
DANCE (Residential)	June 18th	12:00 a.m. June 2 <sup>nd</sup>	12:00 a.m. June 9 <sup>th</sup>
LGBTQ+ (Residential)	June 18th	12:00 a.m. June 2 <sup>nd</sup>	12:00 a.m. June 9 <sup>th</sup>
STEM	June 19th	12:00 a.m. June 5 <sup>th</sup>	12:00 a.m. June 12 <sup>th</sup>
ART	June 19 <sup>th</sup>	12:00 a.m. June 5 <sup>th</sup>	12:00 a.m. June 12 <sup>th</sup>
MUSIC	June 19 <sup>th</sup>	12:00 a.m. June 5 <sup>th</sup>	12:00 a.m. June 12 <sup>th</sup>
CLAY	June 26 <sup>th</sup>	12:00 a.m. June 12th	12:00 a.m. July 3 <sup>rd</sup>

**\*\*Cancellations after refund deadlines due to illness will require written documentation from medical provider.**

## ADDITIONAL GUIDELINES FOR RESIDENTIAL (OVERNIGHT) CAMPS

Each camp participant is allowed to bring one bag/luggage and one personal item (i.e., pouch, small backpack, etc.). ALL CAMP PARTICIPANTS ARE RESPONSIBLE FOR THEIR ITEMS. UE IS NOT RESPONSIBLE FOR LOST OR DAMAGED PERSONAL PROPERTY.

### What to Bring for Residential (Overnight) Camps

- Comfortable clothing for each day of camp (remember to pack extra)
- Light jacket (if your child gets cold easily)
- Pajamas
- Closed toe shoes (tennis shoes highly recommended)
- Shower shoes
- Standard size pillow with pillowcase
- Sleeping bag with twin size sheet set
- Toiletries
- Two towels and 6 washcloths
- Laundry bag for dirty clothes

### What NOT to Bring for Residential (Overnight) Camps

- **Anything that you do not want broken, stained, or stolen** 😬
- **Money** (there will not be any items to purchase during camp)
- **Electronics** (see cell phone policy below) *\*\*In order for residential campers to experience the full experience, electronics are not permitted.*
- **Valuables** (i.e., jewelry)
- **Food** (unless there is a medical reason, other food is not permitted--meals, snacks, and drinks will be provided)
- **Weapons** (includes but not limited to razors of any kind, pocketknives, pepper spray, etc.)
- **Transportation**
  - Students participating in overnight camps are not permitted to bring a motor vehicle, motorcycle, bicycle, scooter, and/or skateboard to campus.
  - Parents are responsible for transportation to and from camp.



## Cell Phone Policy for Residential Overnight

Camp participants are permitted to bring their cell phone. Camp participants are responsible for their cell phone. Smart watches and earbuds are permitted but are camp participant's responsibility. Camp participants are not permitted to utilize and/or post on social media, take pictures or recordings, and talk or text on cell phones during active camp hours. Phones may be used while in assigned room assignment during non-active camp hours. Summer camp staff and UE employees may collect cell phones from camp participant if continuous usage is noticed. We ask that all camp participants respect each other's privacy and allow each other to have a meaningful camp experience by not using their cell phone. If parents/guardians need to reach a camp participant during their residential stay, they may contact their camp participant during non-active camp hours. If a camp participant needs to contact parents/guardians, camp participant should notify supervising residential camp staff and student will be allowed to utilize their mobile device to communicate with parents/guardians. Parents/guardians should not call camp participants to contact summer camp staff and UE employees during camp. Parents/guardians need to contact the Office of Youth Programs for questions and concerns at 812.488.3440. Camp participants should not loan their cell phones to other camp participants. Summer camp staff and UE faculty and staff are not responsible for lost or damaged phones.

## Homesickness

We will offer a lot of fun-filled days, but some camp participants may get homesick. We ask that parents do not show up to camp unannounced and/or check their camp participant(s) out early. Residential camp fees will not be pro-rated if camp participant check out early. We encourage parents/guardians to check in on their camp participant either by contacting their camp participant directly during non-active camp times via cell phone or by contacting camp admin during non-active camp times at the number provided at check in.