



University of New Hampshire

College of Engineering and Physical Sciences

Tech Camp Family Guidebook Summer 2022

Updated 6.17.22

Statement of Non-discrimination

The University of New Hampshire seeks excellence through diversity among its administrators, faculty, staff and students. We are committed to enhancing and sustaining an educational community that is inclusive and equitable, and cherish these values as being inextricably linked to our core mission. We are a public institution with a long-standing commitment to equal employment and educational opportunity for all qualified persons. We do not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, or marital status. This applies to admission to, access to, treatment within, or employment in UNH programs or activities.

Table of Contents

Statement of Non-discrimination.....	1
Table of Contents	2
Introduction.....	3
Philosophy.....	3
Contact Information	4
Registration	4
Payment.....	4
Scholarships	5
Residential Life Arrangements	5
Special Considerations.....	5
Dining Service.....	6
Field Trips	6
What to Bring and Not Bring to Camp	6
Cell Phone Policy.....	7
Arriving & Pick Up for Residential Campers	8
Arriving & Pick Up for Day Campers.....	8
Health Services and Medication Information.....	9
UNH Youth Program Code of Conduct.....	11
Behavior	11
Hours of Operation & Program Dates	12
Transportation	12
Fire and Emergency Evacuation Plan.....	12
Contacting Campers during an Emergency	13
American Camp Association Guidelines.....	13
Driving Directions and Parking Accessibility at UNH Tech Camp	14
Parking Pass.....	14

Introduction

Welcome to the UNH Tech Camp. We are very excited about all the activities we have planned for your children. This book will act as a guide to our camp and answer frequently asked questions. You are encouraged to keep this book in a safe place during camp. If you have any additional questions, please feel free to contact us.

Philosophy

Tech Camp was created in 2006 so children ranging from grades 5-12 can explore the fields of science and engineering using the resources of public land grant university. Our staff provides a safe and rich environment where youth will be encouraged to think on their own and become engaged problem solvers. We provide the necessary professionals and tools to guide youth to generate solutions without giving them answers. This will help them to develop their critical thinking skills, which will be extremely beneficial later in their professional careers. Additionally, the camp employs staff along the entire STEM pipeline, beginning with high school students, undergraduate and graduate students, K-12 teachers, university faculty, and industry professionals. This immerses campers in an environment of STEM peers and professionals. Our projects have been created to challenge your child and help them create a STEM identity.

UNH Tech Camp is a community with very high expectations for the learning environment we create for campers, teachers, and families. Our philosophy is grounded on the utmost respect and safety for all our community members and includes the following elements:

T stands for two; we expect youth to follow the buddy system and we expect adults to follow the buddy system around youth as well.

E stands for excellence in operations.

C stands for the community of care we create for our campers, staff, and their families.

H stands for “How can I help?” which is the attitude we expect from campers and all staff.

All staff and volunteers working with minors at UNH must complete all required background checks and child protection training. All staff attend a required camp-wide training in July, prior to the start of camp, where we will cover expectations, camper safety, and how best to provide a fun, safe, and educational environment for youth.

Our number one goal is youth safety. We pride ourselves with providing youth a safe environment where they can grow, learn, and have fun.

Contact Information

For questions about the camp and its programs, please contact the individuals in the table below. The camp office address is:

UNH Tech Camp
College of Engineering and Physical Sciences
Kingsbury Hall
Dean's Office
33 Academic Way
Durham, NH 03824
603-862-2482

The Summer Youth Programs office address is:

UNH Summer Youth Programs
Taylor Hall, 59 College Rd.
Durham, NH 03824
cathy.leach@unh.edu
603-862-3266

Position	Name	Email Address	Phone Number
Faculty Director	Professor Carmela Amato-Wierda	ccaw@unh.edu	603-862-2526
Assistant Director	Amy Booth	amy.booth@unh.edu	603-862-2526

Application and Registration

Applications for camp can be found on our website: <https://ceps.unh.edu/outreach/tech-camp>

Registration will be done through the UNH Youth Programs website:
<https://www.unh.edu/youthprograms/>

Payment

- TechSplorers, TechVenturers, TechLeaders - \$600/week for day campers; \$1,150/ week for residential campers.

- There is a non-refundable deposit of 20% of the total cost requested at the time of registration.
- Online payments will be the primary payment approach.
- Account balances are due 30 days prior to session start date. Within 30 days of a session start date, students with outstanding balances may be dropped from the session. This allows us to offer the spot to another student in a timely way for family and staff planning.
- Students will not be allowed to attend a session unless they are paid in full. Any student with an unpaid balance may be locked from future enrollment in a UNH youth program until the balance is paid in full

Scholarships

Our goal is to make Tech Camp accessible to all who are interested, and more than 70 percent of our students receive financial assistance. As part of the application process, families will have the option to request financial assistance, which includes funds for on-campus housing if desired. This need-based financial assistance is made possible by the generous support of the National Institutes of Health, the U.S. Department of Transportation and Federal Highway Administration through the National Summer Transportation Institute program, and other donors.

Residential Life Arrangements

Residential campers will be staying in Fairchild Hall. Whenever possible, we attempt to place friends together in double rooms. Part of the camp experience is making friends and developing connections with other peers, as well as making friends for a lifetime; we work hard to meet both these goals. Campers will have double rooms; singles rooms can be requested for special circumstances.

Our counselors live with the campers in Fairchild Hall, and we maintain an average counselor to camper ratio of 1:8 at least. Each of the counselors has participated in child safety and protection training per NH state law; including background checks. Our counselors are often college Resident Assistants, or undergraduate and graduate students majoring in science and engineering disciplines.

Special Considerations

Any dietary, physical, behavioral, and/or other special considerations should be noted in the online enrollment questionnaire. Staff can be best prepared for these needs if the [Student Support Needs/Accommodations form](#) is returned with all requested information clearly communicated. The camp director will determine information dispersal on an as needed basis. During check-in time you will be able to meet with the camp director, nurse and counselors if needed to express concerns and offer information regarding your child.

Dining Service

UNH has an award-winning dining service that offers meals of great variety and nutrition. All campers eat lunch provided by UNH Tech Camp in/by Holloway Commons Dining Hall, or “Ho-Co.” Residential campers also have breakfast and dinner provided. For menus and more information, please visit: <http://www.unh.edu/dining/facility/holloway-commons-hoco>

If you wish to speak with someone directly in dining about your child’s dietary needs, please contact the dietician at UNH, Rochelle L’Italien: **Email:** rochelle.litalien@unh.edu
Phone: (603) 862-2583.

Field Trips

Any fieldtrips that will be integrated into a program will be communicated to families in adequate time to allow for families to make any needed adjustments.

What to Bring and Not Bring to Camp

This guideline will help you pack for your camper’s stay at UNH Tech Camp. Laundry service is not available during camp. Should your child require additional quantities of a certain item, please pack accordingly.

HINT: Name labels in all your camper’s clothing and belongings will help minimize items lost during a week at camp!

BRING –

- **Pillow and pillowcase**
- **Top sheet, blankets, mattress cover; a sleeping bag can function as a mattress cover (dorm beds require a twin size, extra-long fitted sheet)**
- Fan; Fairchild DOES have AC, but some campers may prefer this
- Duffle bag which can contain all camper’s belongings
- Laundry bag
- Toiletries: Soap, 2 towels, washcloth, brush/comb, toothbrush, toothpaste, shampoo, other personal care items as needed
- Shower caddy or bag to bring into the bathroom if desired
- Casual, comfortable clothes for each day
- Pajamas
- Raincoat in case of inclement weather
- 2 pairs of sneakers and/or comfortable CLOSED TOE shoes suitable for extensive walking
- Sandals, if desired, for showering
- Sunscreen, if desired
- Insect Repellent, if desired

- Layers (such as long sleeve shirt, sweatshirt, pants) for insect protection or cool evenings
- Hat or bandana
- Flashlight & batteries
- Extra reusable water bottle (campers will all get one at the start of camp)
- Writing paper and pens/pencils, envelopes, stamps, or postcards – address them ahead of time and they might actually get mailed!
- **Medications must be brought as outlined in Health Policies - please review carefully**
- Charging cables as needed for phone or smart watch
- Headphones, if desired
- OPTIONAL: Games, cards, books, camera

DO NOT BRING–

- Blue tooth speakers/boom boxes/radios
- Air conditioners
- video game consoles
- TVs
- ammunition
- room decorations
- fireworks
- expensive or sentimental jewelry
- electric appliances
- alcohol
- aquatic toys/equipment
- pets
- laser pointers or similar devices
- weapons of any kind, including pocket knives
- non-prescribed or illegal drugs, including cigarettes
- tobacco, alcohol, or other inappropriate subjects.
- Items that have high sentimental value and cannot be replaced.
- For a full list of items prohibited in UNH Residence Halls, please refer [here](#).

We cannot take responsibility for any damage to devices while at camp. Many are sensitive to high humidity, which may occur at camp. Please leave these articles at home for safe keeping! Please leave all valuables at home.

If any item brought by a camper is determined to be inappropriate but legal, it will be held in the camp office and returned to the camper at the end of the session. In the case of illegal substances or weapons, the appropriate authorities and legal guardian will be notified.

Cell Phone Policy

Campers are allowed to bring cell phones to camp. Campers are expected to be respectful and not use the phones during camp programs unless permitted by their leaders or counselors.

Arriving at UNH Tech Camp for *residential* campers

- Residents check in at Fairchild Hall is on Sundays, at 6pm.
- Parking is available in the Campus Crossing Visitor Lot or on Main Street.
- If a camper will be arriving after this time, previous arrangements need to be made with the camp director.
- We are unable to accommodate early arrivals, but please contact us about exceptional circumstances.
- The camp director will welcome campers and their parents, as well as briefly describe the upcoming week at 7:15 pm.
- The campers will be provided a pizza dinner during this welcome.
- A fire drill will be held at 8:30 pm.

Check-In Procedures for *residential* campers

- You will be met at Fairchild Hall by one of our friendly staff members.
- The residential life coordinator will give campers their room assignments.
- Families will meet with the camp nurse and residential coordinator as needed to review medical forms and deposit medications for the week.
- Camp counselors will help campers move into their rooms.
- Campers will join in the fun of an all-camp activity.

Picking Your Child Up after *residential* camp

- There is a camp wide showcase event on Friday afternoons from 3:00-4:00 p.m. Check out is after this event at the dorm.
- You will need to find a paid parking lot for the showcase event, but you can park on Main Street in front of Fairchild Hall while checking out of the dorm.
- You must meet with the residential life coordinator before leaving camp.
- You can meet with the camp nurse and/or director to discuss any medical issues and pick up left over medications and/or containers.
- Please check the lost and found box for articles belonging to your camper.

Arriving at UNH Tech Camp for Day Campers

- Mondays: check-in for day campers is from 7:30-8:30 am in the South Lobby of Kingsbury Hall. Authorized pick up/drop off persons should park in B lot using their temporary parking pass, and walk their camper to Kingsbury Hall to check them in. **Our staff is required to check photo ID's at all drop-offs and pick-ups. Please have them ready.** Parents/guardians are welcome to stay and speak with the camp director after dropping their camper off.
- Parents can give campers permission to self-check in/out by signing and returning a [UNH Summer Youth Program Student Self Check-In/Out Permission form](#). These will be available on the first day of check-in.

- Tuesday-Friday: check-in is from 8:00-8:30 am. Authorized pick up/drop off persons should park in B lot using their temporary parking pass, and walk their camper to Kingsbury Hall to check them in. **Our staff is required to check photo ID's at all drop-offs and pick-ups. Please have them ready.** If campers have a signed self-check in/out form, the camper can walk from B lot to Kingsbury Hall unescorted.
- ALL drop-offs and pick-ups are done by parking in B lot. There is limited access to Academic Way due to construction and congestion.

Picking up day campers

Camp ends at 4pm each day. In the event that a field trip runs late, we will notify families. Parents who do not give their children permission to self-check in/out can use their parking permit to park in B lot and walk to Kingsbury Hall to pick up. **Our staff is required to check photo ID's at drop-off and pick up. Please have them ready.**

HEALTH SERVICES & MEDICATION INFORMATION

The health and safety of all youth participating in a UNH summer program is very important, and we strive to maintain a healthy atmosphere as well as provide excellent medical care in the case of illness, injury, or emergency. Below is general information and guidelines to help parents/guardians understand the care that is available on campus during the summer.

- **UNH Health Services/Camp Nurse**
 - UNH Health and Wellness: Monday – Friday, 8:00am – 4:30pm
 - Camp Nurse, Chrisanne Spadaro: Monday – Friday, 11:00 am – 6:00 pm
 - Services provided will be triage, non-emergency, non-life threatening treatments; an assessment of illness and injury with follow-up care planning as necessary
- **Emergency/Hospital Care**
 - UNH/Durham Police, Fire, and Ambulance Corps are available 24 hours a day for emergencies. These departments are on-campus; they can arrive at campus sites within minutes
 - Numerous hospitals and urgent care centers are located very close to campus
- **After hours and weekends**
 - Phone assessment for non-life threatening illness or injury
 - Ambulance and EMT 24 hours per day
- UNH staff will make every effort to reach a parent/guardian in the event of a medical issue. In most cases, parental permission will be obtained before providing treatment, especially in non-emergency situations.
- **Medications** – For students who will be taking medication while at a UNH program, please read the following guidelines:

- Prescription medications must be brought to a designated program staff member at check in along with an [Authorization Form](#) completed and signed by a parent/guardian. The form will be available during check-in on day one of camp.
- Most prescription medications are kept with a program staff member, who will distribute to the student. All information regarding medications will be kept private.
- It is the responsibility of the student to see the staff member at the appropriate time for the medication to be dispensed. UNH staff members are not responsible for ensuring the medication is taken by the student.
- Prescription medications must be in the original container(s) marked clearly with Student Name, Medication Name, Dosage, and Time of Administration.
- Please bring all medications in ‘baggies’ labeled with the student’s name.
- Students/Parents are responsible for taking all remaining medication at the end of the program.

➤ **Epi-pen/Inhaler Usage:** Per NH State Law, additional information is necessary to permit your child to possess and use an Epi-Pen or Asthma Inhaler, including a health provider signature. Please provide a signed [Epi-Pen/Inhaler Form](#) prior to the camp start date.

➤ **Food Allergies:** For specific questions regarding food allergies and Holloway Commons Dining Hall, please contact Rochelle L’Italien, UNH Nutritionist, at: rochelle.litalien@unh.edu; 603-862-2583. Our [dining website](#) also includes information on special dietary concerns. Please also contact the program director with food allergy concerns.

➤ **If a student feels ill:** the participant should immediately inform a camp counselor and/or director. Students are not allowed to remain in the Residence Hall alone, so will either remain at the program site, or be brought to Health Services (during open hours) accompanied by a program staff member. Assessment and follow up care will be determined as needed.

➤ **COVID-19 Protocols:** Please visit the [UNH Youth Programs website](#) for a comprehensive overview of the University’s summer 2022 COVID-19 policy and protocols, including the procedure if your child falls ill and tests positive at camp, and required waivers.

➤ **Additional Notes:**

- Several staff members are certified in First Aid/CPR.
- Families are required to assume financial responsibility for all costs associated with medical treatment and/or transportation.

➤ **CONTACTS**

- Camp Director: Carmela Amato-Wierda, carmela.amato-wierda@unh.edu, 603-862-2526
- UNH Summer Youth Program Nurse: Chrisanne Spadoro, M-F - 8am – 6pm (by phone) 603-679-2925, chrisanne.spadoro@unh.edu,
- UNH Summer Youth Program Coordinator: Cathy Leach, 603-862-3266 cathy.leach@unh.edu

UNH YOUTH PROGRAM CODE OF CONDUCT

The University of New Hampshire and our youth programs seek to promote an environment that will allow each participant the ability to participate fully and safely. As a result, the following code of conduct outlines general conduct expectations of all participants. Please review these expectations and indicate you've done so within the online registration form for the program your child is attending. Before the program begins, please review this information with your child. Thank you.

For the participant:

- Be respectful, use good manners, and follow instructions
- Use appropriate language
- Participate positively and meaningfully
- Stay in specified program areas at all times
- Be safe to yourself and others
- Tell a staff member of any accidents or injuries
- Follow any rules provided on the use of cell phones or electronic devices
- Respect the property of UNH and others

For parents/guardians:

- Please be on time for the start and end of program activities
- Please follow any outlined sign in/out procedures

If the guidelines above are not followed, or additional behavioral issues arise, UNH and youth program staff will determine what actions, if any, may need to be taken. Any action will be determined on a case-by-case basis, but ultimately could result in dismissal from the program without a refund, at the discretion of the Program Director.

Thank you for your review of our conduct guidelines. We look forward to hosting your child on our campus.

Behavior

Students are expected to be on their best behavior. They are expected to show the same respect they would show to their teachers and peers in school, to the camp staff and fellow campers.

Below is a list of behavior that will not be tolerated.

- Yelling or raising of voices towards a staff member or fellow camper
- Physical assault
- Verbal assault such as name calling, swearing etc.
- Sexual contact
- Stealing
- Rule breaking
- Leaving the camp site
- Damaging camp/UNH property

If misbehavior occurs, the counselors and/or the program director will encourage appropriate behavior through positive reinforcement, discussion, or reflection time. If misbehavior continues, the director will call the family to discuss options.

Hours of Operations & Program Dates

Tech Camp activities are held in Kingsbury Hall and Parsons Hall, which are part of the College of Engineering & Physical Sciences. Select programs will also take place in Spaulding Hall, which is part of the College of Health and Human Services.

Provided below is a list of the dates for all the programs during Tech Camp 2022. All programs are optional residential camps. The daily hours are from 8:30 am – 4:00 pm.

TechSplorers A - July 11 - 15, 2022 (Residential begins Sunday, July 10, 2022)

TechVenturers A - July 11 - 15, 2022 (Residential begins Sunday, July 10, 2022)

Dinah Whipple STEAM Academy A - July 11 - 15, 2022 (Residential begins Sunday, July 10, 2022)

TechSplorers B- July 18 – 22, 2022 (Residential begins Sunday, July 17, 2022)

TechVenturers B - July 18 - 22, 2022 (Residential begins Sunday, July 17, 2022)

TechVenturers/TechLeaders B - July 18 - 22, 2022 (Residential begins Sunday, July 17, 2022)

Dinah Whipple STEAM Academy B - July 18 - 22, 2022 (Residential begins Sunday, July 17, 2022)

TechVenturers C - July 25 - 29, 2022 (Residential begins Sunday, July 24, 2022)

TechLeaders C- July 25 - 29, 2022 (Residential begins Sunday, July 24, 2022)

Transportation

Family members are required to provide transportation to and from camp. The camp will provide transportation for field trips. The camp has contracted with a local bus company or has trained staff to drive vans for all trips. All staff drivers have completed a Department of Motor Vehicle background check and have taken a defensive driving course.

Fire and Emergency Evacuation Plan

The University has its own fire/evacuation plans in place within all campus buildings. Tech Camp follows these same plans. All UNH campus rules and regulations are in effect. In the

event of an emergency, staff will utilize University protocol. Emergency contacts of all campers affected by the incident will be notified as soon as possible following an incident.

Contacting Campers during an Emergency

Cell phones are allowed, but your child may be busy with the camp programming. If you cannot reach your child and need to speak with them, contact numbers for the camp director, the assistant camp director, and the CEPS Dean's Office are located on page 4 of this handbook. Someone will notify your child to contact you, or we can relay a message. This is in cases of emergency only. Otherwise, please refrain from calling camp staff during working hours. Email may be used for non-emergency messages.

American Camp Association Guidelines

Tech Camp will be following the guidelines below, provided by American Camp Association:

To ensure that all campers are safe in public:

- Maintain the recommended staff to participant ratios
- Make sure that a first-aid certified staff member is easily accessible (within voice distance).
- Use the buddy system and explain to campers why it is used.
- Take a head count every 15-30 minutes, before and after moving from one area to another, or more often if the activity or situation involves crowds, "attractive nuisances," or other distractions.
- Make sure campers know what to expect and what the rules are in general, include expectations for unusual circumstances.
- Make sure that everyone is aware that camp policies on behavior carry over in to out of camp trips.
- Explain the plan to all (campers and staff) to address potential emergencies or situations, such as illness, extra bathroom trips, being approached by strangers, or meeting someone the camper knows. Campers should tell a staff member right away.
- If a camper gets lost or separated from the group they should go immediately to one of the site's information areas (show the campers how these areas are designated).
- Instruct campers to tell staff before going to the bathroom and to check back in when they return.
- Keep belongings with the group OR have someone stay with them.
- Define the area in which campers are to stay unless specific permission is obtained from their assigned staff member.
- If leaving the boundary area, require all campers to go with a buddy.
- When in a stationary area, staff should spread the staff out within the group, remaining visible, accessible, and attentive to the needs of the campers.
- Define the area in which campers are to stay unless permission is obtained

To ensure that all campers are safe while walking:

- Walk in pairs, on the right, to allow others to pass comfortably.
- Have a staff member lead and another follow, in most instances.
- Suit the pace to the slowest person.
- Keep the group together.
- Cross streets as a total group at designated crossings only.
- Obey traffic signals.
- Count heads before crossing and at regular intervals.

Driving Directions and Parking Accessibility at UNH Tech Camp

Please visit <http://www.unh.edu/main/map> for extensive driving directions to UNH and a campus map.

For information about parking and accessibility: <https://www.unh.edu/affirmativeaction/getting-around>

Parking Passes

You will be provided a temporary parking permit to park in B lot on McDaniel Drive for 15 minutes at drop-off and 15 minutes at pick-up.

A reminder that there is a camp wide showcase event on Friday afternoons, from 3:00-4:00 p.m. in Kingsbury. The temporary pick up/drop off pass will NOT be valid for this whole time. Please secure parking in a [metered visitor lot](#) if you plan to stay for the showcase.

