

University of New Hampshire

College of Engineering and Physical Sciences

Tech Camp Family Guidebook Summer 2023

Updated 6.14.23

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.

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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.

 ${f C}$ 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 on providing youth with a safe environment where they can grow, learn, and have fun.

Contact Information

The camp address is:

UNH Tech Camp Kingsbury Hall 33 Academic Way Durham, NH 03824

The UNH Youth Programs office address is:

UNH Summer Youth Programs Taylor Hall 59 College Road Durham, NH 03824

Contacting Campers or Camp Staff

Cell phones are allowed, but your child may be busy with camp programming. There can also be spotty reception inside of the buildings, so text messages may go through, but a phone call may not. If you cannot reach your child and need to speak with them, contact numbers for camp staff and the UNH Youth Programs office are located below. Please call **ONLY** in the case of a true emergency. Someone will notify your child to contact you, or we can relay a message. Otherwise, please refrain from calling camp staff during working hours. If you need to get in touch with us, email is the best way and copying the Camp Director, Assistant Director, and Camp Manager is the best way to ensure your email is seen and addressed in a timely manner. Please do NOT email or call the UNH Youth Programs office for non-emergency matters.

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
Camp Manager	Shawn Gygax	shawn.gygax@unh.edu	603-862-2526
UNH Youth Programs Director	Cathy Leach	Cathy.leach@unh.edu	603-862-3266

Applications 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 - \$700/week for day campers; \$1,350/ 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 50 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 Gibbs and Hunter Halls. 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 the resident halls, 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 Camp Doc. Staff can be best prepared for these needs if the <u>Student Support Needs/Accommodations</u> 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

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 (we do not have "spares" for reasons of cleanliness)
- 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 there is no AC in Gibbs or Hunter Halls
- Duffle bag which can contain all camper's belongings
- Laundry bag (optional there will NOT be laundry facilities available)
- 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, if desired
- Flashlight & batteries, if desired
- Reusable water bottle, if desired (campers will also 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
- room decorations
- expensive or sentimental jewelry
- electric appliances (kettle, hotplate, etc.)
- aquatic toys/equipment
- pets
- laser pointers or similar devices
- weapons of any kind, including pocketknives
- ammunition
- fireworks
- alcohol
- non-prescribed or illegal drugs
- tobacco, including cigarettes or vape devices
- 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 electronic devices while at camp. Many are sensitive to high humidity, which may occur at camp. Please leave these items at home for safe keeping! Please leave all valuables at home. We cannot be held responsible for items lost or stolen while at camp.

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 phones during camp programs unless permitted by their leaders or counselors.

Procedures for Residential Campers

Arriving at UNH Tech Camp for residential campers

- Residents check in at Gibbs and Hunter Halls on Sundays at 6pm.
- If a camper will not be arriving at this time, previous arrangements need to be made with the camp director. We are not able to accommodate early arrivals.
- Short-term parking (for drop off and unloading) will be available in front of Gibbs and Hunter Halls.
- Long-term parking (while you help your child settle in) is available in the Campus Crossing Visitor Lot or on Main Street (payment required). Accessible parking is in front of Gibbs and Hunter Halls.
- On Sunday evening 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 with a pizza dinner during this welcome.
- A fire drill will be held at 8:00 pm.

Check-in procedures for residential campers

- You will be met at Hunter and Gibbs Halls by one of our friendly staff members
- The residential life director will give campers their room assignments and door lock combination
- Families may meet with the residential life director as needed to review medical forms and deposit medications for the week
- Camp counselors will be available to help campers move into their rooms
- Once settled in, campers will join in the fun of an all-camp welcome and pizza dinner

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 pull up in front of residence hall to load your car after the showcase
- You **must** check out with the residential life director before leaving camp
- You **must** pick up leftover medications and/or containers from the residential life director before leaving camp
- Please check the lost and found box for articles belonging to your camper

Procedures for Day Campers

Arriving at UNH Tech Camp for Day Campers

- Mondays: Check-in for day campers is from 8:00-8:30 am in the South and North lobbies of Kingsbury Hall (there will be signs to direct you). 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
 <u>UNH Summer Youth Program Student Self Check-In/Out Permission form</u>. These
 will be available on the first day of check-in. You can also fill this out and submit it
 in Camp Doc ahead of time.
- 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 and walking to Kingsbury Hall, unless accessible parking is needed.
- Accessible parking spaces can be found on Academic Way, along the backside of Kingsbury Hall. There is a ramp along the back of the building that will lead into the North Lobby of Kingsbury Hall.

Picking up day campers

Camp ends promptly at 4pm each day. In the event that a field trip runs late, we will notify families as much in advance as possible. 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. If campers have a signed self-check in/out form, the camper can walk from Kingsbury Hall to B Lot unescorted.

Health Services & Medication Information

The health and safety of all youth participating in a UNH summer program is our priority, and we strive to maintain a healthy atmosphere as well as provide basic triage care in the case of illness, injury, or emergency. Below is general information to help parents/guardians understand the care that is available on the Durham campus during the summer. Additional information is available on the UNH Youth Programs website: https://www.unh.edu/youthprograms/health-wellness-safety

UNH Summer Youth Program Nurse Monday – Friday (June 20 – July 28)

In clinic: 10 am – 6 pm
Telehealth: 8 am – 10 am

Services provided by the youth program nurse are triage, non-emergency, non-life-threatening treatments, assessment of illness and injury, and follow up care planning.

The nurse may recommend the student be transported to a nearby walk-in clinic or hospital. All associated expenses are the responsibility of the family.

Emergency/Hospital Care

- UNH Police, UNH/Durham Fire, and McGregor Ambulance are available 24 hours a day for emergencies. These responders are housed on the Durham campus and can be at campus sites within minutes
- Numerous hospitals and urgent care centers are located within 10 miles of Durham.
- Families are required to assume financial responsibility for all costs associated with medical treatment and/or transportation.

After Hours and Weekends

- Phone assessment for non-life-threatening illness or injury
- Ambulance, Police, and Fire 24 hours per day

UNH staff will make every effort to reach a parent/guardian in the event of a medical concern. In most cases, parent/guardian permission will be obtained before providing treatment, especially in non-emergency situations.

In the State of New Hampshire, a minor cannot refuse medical treatment on their own and camp staff cannot make the decision to refuse treatment on the minor's behalf. If the minor's parent/legal guardian cannot be reached to provide such refusal in consultation with emergency medical staff, the minor will be transported to a medical facility for further care. All costs associated with treatment and transportation are the responsibility of the parent/legal guardian.

Medications

Guidelines for students who will be taking medication while at a UNH program:

- Families are asked to provide all medication information for their child during the enrollment process in Camp Doc
- Some prescription medications may be required to be kept with a program staff member, who will distribute to the student. Information regarding medications will be kept private.
- Prescription medications must be brought to the **Residential Life Director** at check in, along with a completed and signed <u>Authorization to Administer Medication Form</u>
- It is the responsibility of the student to see a staff member at the appropriate time for the medication to be dispensed. UNH staff members are not responsible for ensuring 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 a 'baggie' labelled with the student's name
- Students/Parents are responsible for taking all remaining medications at the end of the camp/program

Epi-pen/Asthma Inhaler Usage

Per NH State Law, any minor student who will possess and use an Epi-pen and/or Asthma Inhaler must provide a complete and signed Epi-pen/Inhaler Permission Form. A healthcare provider signature is required, so plan accordingly. The form can be uploaded into Camp Doc or be brought with the student to the program check-in on day one.

Food Allergies or Dietary Restrictions

If needed, please review <u>Allergies in the Dining Hall</u>. Our dining website also includes information on <u>special dietary concerns</u>. For food questions or concerns specific to the youth program, contact the program director.

Illness or Injury

If a student becomes ill or suffers an injury, the student should **immediately** inform a camp staff member.

For overnight campers, participants are not allowed to remain in the Residence Hall during the day, so they will either remain at the program site, or be brought to the youth program nurse during available hours, accompanied by a staff member. Assessment and follow-up care will be determined as needed. It may be decided by the youth program nurse that the student should leave the program. In that case, a parent/guardian must pick up the student that day.

For day campers, should a participant become ill or injured, staff will typically contact the parent to come and pick up the child; health & medical follow-up are the family responsibility. Day camp students can also be seen by the youth program nurse.

COVID-19 Protocols and Testing

UNH has COVID-19 protocols in place for Youth Programs: Youth Program Protocols

If your child is feeling ill, do not bring them to the program site! Please reach out to the program director as soon as possible to let them know your child will not be arriving as expected.

COVID-19 rapid testing may be recommended for a student who becomes symptomatic while at camp. UNH will have rapid tests available.

Families of students attending Overnight Camps only must sign a <u>COVID-19 Testing Consent</u> <u>Waiver</u>. This should be brought with the student upon program check in on day one.

CDC guidelines for <u>Isolation & Precautions for People with COVID-19</u> will be followed should a student with a positive COVID test result wish to continue participation.

Mental Health/Behavioral Care

- Summer youth program staff are supported by the UNH office for Psychological and Counseling Services (PACS)
- PACS staff will not treat students and will not work directly with families
- If a student indicates potential harm to self or others, staff are instructed to call UNH Police. The police determine any appropriate course of action. The parent/guardian will be contacted as soon as possible. In these cases, the student will need to leave the program.
- Other mental health emergencies will be handled similarly. It may be determined that the student's medical or mental health requirements fundamentally alter the program and cannot be managed appropriately by staff and the student will need to leave the program.
- If it is determined that a student may remain in the program, an expectation plan may be established and agreed upon by the parent, student, and program director.

Contacts

- UNH Summer Youth Program Nurse: Chrisanne Spadoro (M-F 8am 6pm) 603-679-2925, chrisanne.spadoro@unh.edu,
- UNH Youth Program Director: 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.

Tech Camp Behavior Expectations

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.
- Bullying
- 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

The vast majority of Tech Camp activities are held in Kingsbury Hall. Select programs will also take place in Spaulding Hall, Rudman Hall, and Parsons Hall, all of which surround Kingsbury Hall.

Provided below is a list of the dates for all the programs during Tech Camp 2023. All programs are optional residential camps. The daily hours are from 8:30 am - 4:00 pm.

TechSplorers A - July 10 - 14, 2023 (Residential begins Sunday, July 9, 2023)

TechVenturers A - July 10 - 14, 2023 (Residential begins Sunday, July 9, 2023)

Dinah Whipple STEAM Academy (Yr. 1) - July 10 - 14, 2023 (Residential begins Sunday, July 9, 2023)

Dinah Whipple STEAM Academy (Yr. 2) - July 10 - 14, 2023 (Residential begins Sunday, July 16, 2023)

TechSplorers B- July 17 – 21, 2023 (Residential begins Sunday, July 16, 2023)

TechVenturers B - July 17 - 21, 2023 (Residential begins Sunday, July 16, 2023)

Dinah Whipple STEAM Academy (Yr. 3) - July 17 - 21, 2023 (Residential begins Sunday, July 16, 2023)

TechVenturers C - July 24 - 28, 2023 (Residential begins Sunday, July 23, 2023)

TechLeaders C- July 24 - 28, 2023 (Residential begins Sunday, July 23, 2023)

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.

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/diversity-inclusion/civil-rights-equity-office/accessible-unh/getting-around-durham

Short Term Parking Passes

You will be provided a temporary parking pass to park in B lot on McDaniel Drive for 15 minutes at drop-off and 15 minutes at pick-up. Please be sure this is prominently displayed on the dashboard of your vehicle each day during this time. Tech Camp cannot be held responsible for parking tickets issued because of a pass not being displayed or parking longer than the allotment.

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 <u>metered visitor lot</u> if you plan to stay for the showcase. The Campus Crossing or College Road Lots are in closest walking distance to Kingsbury.