

Sam Houston State University

Bearkat STEM Summer Camp

June 10-14, 2024

Department of Engineering Technology

Camper Handbook

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Camp Check In

Day of camp check in/registration will be emailed out prior to the week of camp.

Registration is a 2-step process consisting of **(1)** signing into camp **(2)** checking into the dorm. Signing into camp is simple, provided your completed registration information is on file in advance with the camp office. ***It is suggested that luggage remain in the car until after the completion of the registration process at the assigned dorm.*** The camper will be given a name badge with a meal ticket that he/she must wear for the duration of the camp. The parent or guardian will stay through the registration process and walk the camper to the designated drop off area with assigned counselors.

The camper's name badge, meal ticket, camp t-shirt, and a packet of information including the sessions schedule and a campus map (showing dorm, Pirkle Building, and dining hall) will be handed out at registration.

Once registration is complete, retrieve the camper's luggage, and then proceed to his/her dorm room. *A map to the dorm is in the registration packet.* Parking may not be convenient, so expect to carry luggage some distance. Climbing stairs may be required as there may not be elevators in the dorms. The camper may not have time to unpack until later in the evening. At the dorm check-in, each camper will be given a room key with a key-tag. It is important that the camper keep track of this room key. (There is a charge of \$75 for a lost key and \$1 for a lost key-tag).

Camp administrative staff and counselors will be on hand to answer questions and help if necessary.

Camper Orientation

Parents are not required to attend orientation and may leave after their camper is fully checked in.

What to bring

Dormitory Items:

- | | |
|-----------------------------------|---|
| a. Bed sheets (regular twin size) | f. Washcloths |
| b. Blankets | g. Hand soaps |
| c. Pillows | h. Hangers |
| d. Alarm clock | i. Cell Phone (optional) |
| e. Towels | j. Toiletries (shampoo, soap, toothbrush, etc.) |

Clothing packing list:

- a. Bring neat, casual hot-weather clothing. T-shirts and shorts must reflect general school dress codes and be in good taste.
- b. While the weather outside is hot, the Pirkle building is cold, so bring a light jacket or hoodie.
- c. Bring comfortable shoes (we will be walking over hills!)
- d. Swimsuit and beach towel for the pool as it may be an evening activity. *One piece swimsuit for ladies and swim trunks for boys.*
- e. There are no laundry facilities available during the camp. Campers should bring at least one change of clothing for each day of the camp.

Other items:

- a. **Pack an umbrella/poncho.**
- b. Snacks like chips, cookies, and granola bars (optional - *Cooking in the dorms is not allowed*).
- c. Cell phones are allowed - but must be turned off and put away during classes, when campers are being moved between buildings, and when counselors are giving instructions. Campers will have time to check in with parents and guardians in the evening hours.

Money:

Campers may want to bring extra cash for incidental expenses, such as vending machines, video games at Kat Klub, etc. For these items, bring change or one-dollar bills. It is also common for campers to pool their resources and order pizza following evening activities (amount would depend on how many nights, the number of campers the student is sharing with, etc.).

The parent or guardian should decide the appropriate amount to send with the camper. Suggested amount would be 20-30 dollars.

The camper will be responsible for managing his/her own cash.

Housing

Campers live with one roommate in the dorm room. Two dorm rooms share a bathroom (suite). Counselors stay on the same floor with their assigned campers.

Requests are not guaranteed. However, campers may indicate a preferred roommate on the registration form. To *ensure* a roommate assignment, both campers must request each other.

SHSU Residence Life assigns dorms, and the department is not able to change building assignments. Each building is different and operational rules will vary. Campers are housed on separate floors, sometimes in separate buildings.

Visitation between campers of the same gender housed on different floors is allowed at the discretion of the campers' assigned counselors. Boys are **not** allowed on girls' floors and girls are **not** allowed on boys' floors. In the event a housing shortage occurs, and campers are housed on the same floor, counselor rooms will be placed between the two groups, and special rules will be invoked regarding use of the meeting areas on that floor. If there is a meeting area on the floor, residents of that floor may use it as a gathering and visitation site. If the dorm has a main lobby, both boys and girls may visit in that location. A counselor will be present at this location.

Campers will not spend much time in the dorm during the day. Sessions and camp activities will take place between the hours of 7:00 am - 9:30 p.m. Campers will have 1 to 2 hours in the evenings for free time in the dorms.

Campers should keep their rooms locked and leave non-essential and valuable personal items at home. Never leave items of value unattended. The camp or SHSU is not responsible for campers' personal money or other assets. Items left behind at the end of the camp will be held for two weeks. Also, due to the type of air-conditioning system used in the dorm, campers are NOT to open the windows.

Dorm Check Out

A check-out list, detailing what to do (clean, put out trash, pack personal items, etc.) and check-out instructions will be provided to campers a day ahead of check-out.

Each camper will be issued a key tag and a key to his/her dorm room. The key tag and dorm room key must be returned during check-out. Lost items will be charged to the camper: Key tag = **\$1**; Dorm room key = **\$76**.

Dorm check out will be communicated prior to the start of camp. Parents will be emailed a check out schedule to avoid long lines.

Telephones

SHSU has removed the landlines from individual dorm rooms. Campers may bring cell phones to communicate with their parents/guardians. Please note that campers are not to be on their cell phone during sessions, the orientation, or when any staff member is giving instructions.

Campers will have access to lobby phones in the dorm.

Evening Activities

There will be a different activity each night. Activities may include the LSC Kat Klub, SHSU Planetarium, Pool, Ice Cream Social, etc.

Supervision

Our experienced counselors are SHSU undergraduate/graduate students or SHSU graduates. The camp maintains a counselor-to-camper ratio of 1:15. Campers are always supervised by counselors or faculty. The counselors are housed in the dorms alongside the campers.

Campers are not given free reign of the campus. Campers will be allowed free movement within the Pirkle building, within the assigned dining hall, and on their dorm floor.

Counselors escort campers every time they move from point A to point B (Pirkle Building, to dorms, dorms to dining hall, etc.) at breakfast, lunch, before dinner, and for evening activities.

Dining

Three meals are served daily in the dining halls. Traditional breakfast items are included in the mornings. Lunch and dinners consist of fresh dough pizza and hamburgers, as well as 2-3 alternate hot selections. There are a variety of vegetables, delicious desserts, beverages and an assortment of breads and hot rolls. Service is cafeteria style and all-you-can-eat. **Meals are only provided for the campers.**

Students with food allergies MUST contact us before arriving at camp so we can make necessary arrangements. You should provide any allergy information when registering/paying online. Please email our Camp Coordinator, Michelle Boyd at engtech@shsu.edu if you have any questions on this.

Dining halls do not allow bags, jugs, and personal drinking cups.

Medicine and Allergies

Faculty and staff do not supply campers with medicine. If a Camper has medicine that needs to be taken on a regular basis, the parents should leave the medicine with the camper, and the camper is responsible for this.

Healthcare

Campers that require medical attention will be accompanied to the Student Health Center by a camp counselor, faculty, or staff member. Medical costs incurred for treatment at the Student Health Center will be the responsibility of the parents or guardian of the individual treated. A Camp representative will call the parent from the Student Health Center to arrange payment at the conclusion of treatment. Due to the new payment system at the SHSU Health Center, parents will no longer be able to pay for an office visit over the phone. The Health Center can only accept cash or checks. If the Summer Camps pays for a camper's appointment costs, the parents must reimburse the Summer Camps when picking up their student from camp. The cost is approximately \$35.00, before prescriptions or other treatments.

If the camper is seriously ill or injured, it is the policy of the Camp to send the camper for treatment while the parents are being contacted. The doctor at either the Student Health Center or hospital will call concerning treatment. The Student Health Center may send the camper directly to a hospital or emergency room at his/her discretion. Please be aware that, with the Medical Release in hand, camp and medical staff will get immediate medical attention for the camper, even if unable to contact the parents or guardian. The camp will continue to try to reach the parents or guardian about the situation.

Parental notification of minor injuries (scratches, small cuts, etc.) and illnesses is left to the discretion of the camper. Please discuss with your child your expectations regarding communication of such information. **A completed Medical Release form is mandatory for attendance and participation in the camp.**

Camper Behavior

Campers are expected to acquaint themselves with the rules, procedures, and standards of conduct established by the Bearkat STEM Summer Camp prior to arriving. A camper who does not fulfill the responsibilities set out by such rules, procedures, and standards of conduct may be subject to disciplinary action, including dismissal from the Bearkat STEM Summer Camp without refund.

- 1) All campers are required to participate in all activities, sessions and the orientation. Campers may not stay behind in the dorms during activities.
 - (a) Campers must leave the dorms to go to meals at the appointed times.

- (b) All campers will participate in the evening activities.
- 2) Campers should immediately report any accident or illness to their counselor.
- 3) Campers are expected to show consideration for others:
 - (a) Noise disturbances, destruction of property, and mischievous pranks are inappropriate behaviors.
 - (b) Proper courtesy is to be shown to camp staff, camp faculty, and camp counselors.
 - (c) All instructions given by camp staff, camp faculty, and/or camp counselors are to be followed.
 - (d) Cell phone use will be limited to when campers are on free time in the dorms. Campers that are on their phone during classes or when a staff member is giving instructions will have their phone taken up for the remainder of the camp. The phone would be returned at the conclusion of the camp.
 - (e) Medical or family emergencies are the only acceptable reason a camper may take early departure from the camp. If a camper must leave camp early due to a medical or family emergency, the parent or legal guardian must contact the camp administrator or coordinator to sign the camper out.
- 3) The consumption of alcohol or other controlled substances like tobacco or vaping is prohibited.
- 4) Proper behavior is to be displayed inside buildings:
 - (a). No running or yelling in hallways.
 - (b). Do not open windows.
 - (c). No standing on furniture.
 - (d). Do not write on desks, walls, furniture, etc. Parents will be charged for this type of damage.
- 5) Campers are not to touch other's belongings.
- 6) Campers will be sent home immediately for the following:
 - (a). Fighting with other campers, staff, faculty or counselors.
 - (b). Hiding from staff, faculty, or counselors.
 - (c). Inappropriate sexual conduct.

Contacting a Camper

SHSU has removed the landlines from the dorms. Campers may bring their cell phone to communicate with their parents. The camp office will not accept calls and messages, via telephone, for *non-emergency* situations.

The suggested time for parents to call their camper is during mealtimes and at night between the hours of 7:00 and 9:30 p.m. Parents may also wish to set up a time/date for

their camper to call home. As a rule, campers should not be on cellular devices after lights out.

Campers will not be pulled out of sessions and instruction time for phone calls unless there is an emergency.

If there is an emergency and you must contact your child, call the Engineering and Technology office between 8:00 a.m. – 5:00 p.m. (936-294-1190). For all other times, you will be given a list of emergency contact numbers during registration.

Daily Schedule

Each Camper will receive a copy of the **Updated Daily Schedule** in their packet on the day of camp check in/registration.

Refund Policy

Registration is nonrefundable and due in full at the time of registration. It will close a few weeks prior to the start of camp or when the camp reaches capacity.

Other Financial Obligations

Parents will be financially responsible for the following charges:

1. All charges incurred for University Health Services.
2. All damages caused by their camper to Sam Houston State University property, including, but not limited to Engineering Technology facilities and dormitory rooms.
3. All charges assessed by SHSU Department of Residence Life for loss of, or failure to return room keys and key-tags.
4. Any charges assessed by the SHSU Department of Residence Life for extra cleaning charges to the dorm room. This will involve cleaning charges to the carpet (such as ground-in food particles) or the removal of trash and personal items from the dorm room (campers should follow the “Check-Out Procedures” list to avoid these types of charges).

Your balance must be paid in full at the time of registration.

<https://www.shsu.edu/academics/engineering-technology/summer-camps/index#cf3e9f16-2f5f-4660-bc62-1c8e2077d16f>

Parent or Legal Guardian Signature

Date _____

Camper Signature

Date _____