



Camp Guide

Thank you for joining us for Summer Academy at Hanover College! This guide will help you prepare for your camp experience. If you find you have additional questions, please contact Camp Coordinator Rene Cox at cox@hanover.edu or 812.866.7028.

MISSION STATEMENT

The Summer Academy's mission is to foster curiosity, creativity, and problem-solving skills in young people by collaborating with community stakeholders and educators, as well as by offering academically rich programming in an immersive residential experience.

CONTACT INFORMATION

Program Coordinator: Rene Cox
Address: 517 Ball Drive, Hanover, Indiana 47243
Email: cox@hanover.edu
Phone: 812.866.7028

CAMP POLICIES

Refund Policy:

- Full refunds will be available for cancellations prior to May 1st.
- Cancellations after May 1st will not be refunded the \$100 deposit amount.
- In the case of homesickness, non-medical dismissal, or voluntary withdrawal from camp, there will be no refunds.
- In the case of illness or injury, a pro-rated refund is possible with a doctor's note and/or approval from the Program Coordinator.

Leave Policy:

- At check-in, parents/guardians will record the name of an adult (18 years of age or older) who will be picking up their child at check-out. If this information changes, Camp Coordinator Rene Cox must be notified **prior to** check-out.
- At check-out, the adult picking up the camper must be the person registered; a legal picture ID must be shown.
- If a student needs to leave during camp for an appointment or practice, this must be pre-arranged with Camp Coordinator Rene Cox as soon as possible.
- With the exception of a medical emergency or pre-arranged appointments, campers will not be allowed to leave campus without the written permission of a registering parent/guardian.

Technology Policy:

- Students may bring cell phones, laptops, iPads, etc. to camp; however, these items will be the responsibility of each camper and NOT Hanover College or its insurance company.
- Use of cellphones during class will be limited.
- Wi-fi access through Hanover College is a privilege.
- Students' online behavior will reflect an understanding of and respect for the signed Code of Conduct.

Clothing Policy:

- All campers are required to wear clothing that allows them to participate comfortably and safely in activities. For this reason, we ask that all campers bring tennis shoes.
- Some institutes may require an additional pair of shoes. Please see your specific WHAT TO BRING list.
- All campers must wear clothing that covers undergarments.
- All campers must wear clothing free from profanity and free from advertising drugs or alcohol.

Registration and Payment:

- Camper registration will occur online at <https://www.hanover.edu/academics/summeracademy/>
- It is important that participants register with an active email account, as reminders and digital forms will be sent by email.
 - A valid parent email account is also required.
- Payment reminders are also sent by email. Once full payment is received, a receipt will be sent via email.
- Any participant who is an Indiana resident and a 21st Century Scholar, receives Free or Reduced Lunch, and/or is a first-generation college student, could be eligible for a scholarship in 2024.
- Scholarships are limited, so eligible students should apply immediately after registration.

Dorm Assignments:

- An attempt will be made to put students from the same institute in the same dormitory unit, if possible.
- Registered students may request **ONE** dormmate by contacting Coordinator Rene Cox at cox@hanover.edu. Each student will need to make mutual requests. Every attempt is made to honor requests if they are mutual. The deadline for dormmate requests is Friday, May 3, 2024.
- Students will have shared bathrooms.

BEFORE CAMP

- Final program payments are due by May 1, 2024.
- Partial payments can be made through the online [Payment Portal](#).
- Students eligible for need-based scholarships must submit their application by May 1, 2024.
- Registered student campers will receive a digital CODE OF CONDUCT FORM by email to submit before May 31st.
- Parents/Guardians will receive a digital CODE OF CONDUCT/MEDIA RELEASE FORM and MEDICAL RELEASE OF LIABILITY AND WAIVER by email to submit before May 31st.
- Campers should check the Packing List for essentials and their specific camp Supply List, which will be posted online after April 15, 2024.

PACKING LIST

Required:

- Sleeping bag/blanket/sheets (beds are Twin XL)
- Pillow
- 3 towels/wash cloths
- 5 changes of clothing (shirt/shorts or pants)
- Pajamas
- Toiletries: soap, hand soap, brush, shampoo, toothpaste, toothbrush
- Medication—if the camper takes medication, only the amount needed for Sunday-Friday should be sent in the original container.

Recommended:

- Sunscreen that you can apply yourself
- Insect repellent
- Sunglasses and/or hat
- Snacks and drinks for your room
- A light jacket or hoodie

Do not bring:

- Snacks containing nuts
- Matches or lighters
- Weapons
- Spray paint
- Illegal substances
- Any product containing CBD
- Fireworks

***Specific camp supply list will be posted and emailed after April 15, 2024.**

ARRIVAL AT CAMP

- Check-in for camp will take place from 4-5 PM on Sunday, June 9, 2024, at the Brown Campus Center Lobby--signs will be posted throughout campus.
- It is important that you arrive on time for check-in, as this designated time allows us to work with your family personally and allows campers to feel comfortable and confident with the week's stay and activities.
- All staff will be wearing Summer Academy t-shirts for easy identification.

- During check-in, campers will get dorm keys, set up bunk space, and put their things away.
- With the exception of inhalers and EpiPens, all medications will be collected from students during check-in and locked in the Infirmary for the duration of camp.
- A Group Meeting will begin promptly at 5:15 PM in the Withrow Activity Center. This meeting will introduce professors and counselors.
- Parents/Guardians are welcome to **stay until 6:00 PM** to meet program staff, counselors, professors, as well as other campers and their families.
- Organized tours, opening-day activities, and a cookout are scheduled for students after 6:00 PM.

AIR TRAVEL/INTERNATIONAL TRAVEL

- All domestic and international students will fly into Louisville Muhammad Ali International Airport in Louisville, Kentucky (airport code SDF).
- Hanover College will coordinate an airport shuttle from Louisville airport to campus for you at no additional cost.
- We do not offer shuttle service to/from any other airport.
- Your flight should arrive at SDF on Sunday, June 9, 2024, between 8AM-8PM.
- You should arrange a departing flight for Friday, June 14, 2024, between 12PM-8PM.
- You must communicate your flight details with Rene Cox at cox@hanover.edu or 812. 866.7028 no later than **June 1, 2024**.

CLOSING RECEPTION AND CHECK-OUT

- Towards the end of the week in class, campers will put together a culminating project to showcase what they have been learning.
- All families are invited to campus from 9-11 AM on the final day of camp, June 14th, to attend individual Institute Showcase Presentations.
- At 11 AM, the entire camp will come together in the Withrow Activity Center for a brief Closing Reception. At this time, Exemplary Student Awards will be presented by professors and closing remarks will be made.
- Check-out procedures will begin at 11:15 AM. Campers **MAY NOT** leave campus before checking out.

- Campers must be picked up by the pre-arranged adult whose name was provided at drop-off. This adult must be on campus Friday, June 14th **no later than 11:15 AM** and **show a picture ID** to camp staff during pick-up.

CARE AT CAMP

Staff Training:

- All student Counselors and RAs at Summer Academy are first-aid trained and CPR certified.
- Camp staff receives specific training in supervision, behavior management, safety in natural water, bully prevention, field trip safety, transportation safety, and sexual abuse protection.
- All camp staff members are background checked.

Camper Behavior:

- Hanover College Summer Academy staff has the responsibility of keeping all campers safe and making sure all have a great time.
- Prior to check-in, all campers must sign the Code of Conduct, indicating they will abide by camp rules and regulations.
- A parent/guardian must sign the Code of Conduct.
- Any issues with student behavior will be addressed on a case-by-case basis by the Camp Coordinator, who will prioritize the safety and experience of campers who choose to follow the Code of Conduct.
- The parent/guardian of any camper requiring an Incident Report will be contacted by Camp Coordinator as soon as reasonably possible.
- Depending on the breach of the Code of Conduct, campers may be sent home without a refund.
- All staff is trained to be proactive, to intervene before serious incidents occur.

Medication Storage:

- All over-the-counter and prescription medications (with the exception of EpiPen and inhaler) will be collected by camp staff upon registration.
- All prescriptions must be in the original container and include the physician's label.
- For daily medication, send only the quantity needed for the week of camp.
- Place medication in clear, sealable bag(s) with the camper's name clearly written on it with a black marker.

- Medication name(s), dosage(s), and time(s) will be recorded on the Medical Release of Liability and Waiver, then confirmed during camp registration and medication collection.

Over-the-Counter Medication:

- Tylenol (Acetaminophen) and Advil (Ibuprofen) will be available during camp. Any camper needing Tylenol or Advil will notify their Counselor. To ensure proper care and safety, camp staff shall 1) assess camper, 2) complete an Incident Report, 3) contact parent/guardian, 4) administer Tylenol or Advil, 5) check-in/re-assess camper within 2 hours of medication administration.
- All camper's medication will be returned on June 14th during check out.

Prescription Medication:

- The Camp Nurse, Camp Coordinator, and/or Camp Co-Coordinator will be available to administer prescription medication during breakfast (7:30-8:30 AM), lunch (11:30 AM-12:30 PM), dinner (5-6 PM), and at bedtime (9:30-10:30 PM). If possible, please try to select one of these administration times.
- Campers will be notified by their counselors or announcement during mealtimes when the Infirmary is open for medication administration.
- It is important that students who take prescription medication listen to announcements and report to the Infirmary with the assigned Counselor (during meals) and/or at bedtime.
- All camper's medication will be returned on June 14th during pick-up.

Minor Injuries:

- Any camper with a minor injury (scrapes, minor sunburn, etc.) will report directly to their Counselor, who will facilitate care.
- Counselors and/or Camp Nurse will document minor injuries using a digital Incident Report.
- The parent/guardian of any camper requiring an Incident Report will be contacted by Camp Coordinator or Nurse as soon as reasonably possible.
- If the camper does not respond to basic care, camp staff may contact a parent/guardian to pick up the camper.

Injury or Illness:

- In case of injury or illness, camp staff will ensure proper emergency care which may include: 1) treatment by Campus Safety, camp Nurse or other staff; 2) calling emergency contacts; 3) completion of Incident Report; 4) calling emergency responders; 5) transporting the camper to emergency facility (listed in Medical Release).
- It is essential that information provided on camp documents (Code of Conduct and Media Release; Medical Release and Liability Waiver) is up-to-date and accurate.
- If a camper becomes ill/injured during class or scheduled activities, they may rest in the Infirmary.
- Should an injury that requires more than basic first aid occur, camp staff will make every attempt to contact a parent/guardian prior to treatment. In the event one cannot be reached, the signed Medical Release on file will provide consent for treatment.
- Parents/Guardians should confirm that insurance information is up-to-date and accurate on Medical Release. This will expedite the check-in process if hospital or emergency care is necessary.