

Welcome to UW-Green Bay Summer Camps!

Housing Campers and Parents: PLEASE READ CAREFULLY

We look forward to meeting you! We are making sure that you have a fun, safe, exciting experience at camp! We have developed these policies to ensure your safety and well-being. We trust that once you understand our rules, you'll agree that they are reasonable, and they will be easy to follow. If you respect the law, campus property, and the rights of other campers, we'll all get along and have a great time.

The camp reserves the right, upon notification of parents/guardians, to dismiss any camper during any session for improper dress, conduct, language, or attitude which, in the judgment of the administrative or counseling staff is deemed detrimental to the other campers or smooth operation of the camp. Furthermore, if in the judgment of the administrative or counseling staff, the camper's conduct violates any of the following rules and regulations, the camper may be dismissed without refund of fees and/or referred to the appropriate authorities.



Ground Rules

All of this information should be shared and reviewed with your camper.

1. Keep in mind that violation of any of the following rules the camper may be sent home immediately!
2. Any camper sent home during the week will forfeit the costs of the camp. In addition, each suspended camper will make a call to his/her parents informing them of their violation, action taken and resulting dismissal; **no matter the time of day or night, we will call parents.** Those in violation will leave as soon as transportation can be arranged. They will not be allowed to return for any future camp.

The Big Ones

1. Campers may not possess, use, distribute, or sell alcoholic beverages, drugs, firearms, weapons (this includes pocket knives) or fireworks. Campers should not be in possession of matches or a lighter. Igniting anything (including fumes) with a match or lighter is cause for dismissal.
2. Campers may not possess or use any tobacco products while in attendance at camp (this includes e-cigarettes). This regulation also applies to campers who are 18. In other words, NO SMOKING of any type--anywhere, anytime.
3. Campers found tampering with any fire equipment (i.e. fire extinguishers, fire alarms, smoke detectors, etc.) will be dismissed from camp immediately. Also, University officials are required by law to report the responsible individual(s) to local authorities who will fine and may prosecute them under State Statute 941.13 (which calls for a fine of up to \$10,000 fine or imprisonment of not more than 9 months or both).
4. Campers may not interfere with any security system or tamper with locks or swipe machines in student rooms and other areas.
5. Lewd and offensive speech, actions, or music that undermines camp decorum are strictly prohibited. This includes verbal or physical fighting (bullying), misuse of cell phones including taking inappropriate pictures, sending inappropriate or disrespectful text messages, acting or speaking in a demeaning or disrespectful manner.
6. No student shall be permitted to wear clothing that contains pictures of and/or writing referring to alcoholic beverages, tobacco products, sexual references, profanity, violence and/or illegal drugs.
7. Because of the potential danger to others and University property, vandalism and pranks will not be permitted.
8. At no time, are campers allowed near or within construction sites, or where roads are being paved.
9. No pets of any shape or form are allowed at the camp.
10. Commuter campers are not allowed in the University Housing area. Do not invite commuter campers back to the Res Hall area.

11. Guests and visitors (parents and other immediate family members) **must check in at the Head Counselor's office** before visiting a camper who is residing at University Housing or at the **Music or Art Camp Director's** office before visiting a student during music or art class sessions.
12. If you need to leave camp, your parents or guardians must write a permission letter or they must call the Head Counselor's Office. Curfews must be honored or overnight arrangements will have to be made elsewhere. You are also required to sign out and sign back in at the Head Counselor's office.
13. Under no circumstances are boys allowed to visit girls' rooms and vice-versa. Your counselor or another counselor of the same gender may check your room at any time. Binoculars are also not permitted; no peeping Toms are allowed.
14. If you brought a car to Camp, your vehicle must be parked in a designated lot, locked, and left unused for the duration of the camp session. Students are not permitted to drive or ride in private cars, or any type of motor vehicle except under the supervision or authorization of a counseling staff member. Your car keys will be stored in the Head Counselor's office for the duration of the camp week and returned upon final checkout. **PARKING:** Campers who bring a vehicle to camp are required to tell us your license plate number as this serves as your parking permit. Please complete the form when you turn in your keys, to avoid getting a parking ticket.
15. Students must also turn in all medications and any other objects of value that they want stored. These will be labeled and kept in a secure location. If you want use of any of your personal belongings, please visit the Head Counselor's office after class sessions and before room check.
16. **Students who leave their classroom during class sessions or their residence building after lights out without permission will be promptly sent home.** You may not leave your building after 10:30 p.m. for middle school campers or 11:00 p.m. for senior high campers. The buildings will not open with your swipe card after 10/11 p.m. AND you will be sent home for being outside after hours.
17. **Cell Phones:** Campers may not use cell phones during the instructional day. Phones should be turned off during camp hours. Campers **may** use their cell phone in the evening or during free time. **Phone calls AND texting are not allowed after lights out.** Phones may be collected at lights out if this is getting in the way of sleeping. In that case, cell phones will be returned in the morning.

SUPERVISION

UW-Green Bay summer campers will be supervised during the day by their classroom teachers or coaches, whichever is applicable. A staff of trained camp counselors supervise campers when instructional sessions are over, usually late afternoon or early evening, until 8:30 a.m. the next morning. Generally, these camp counselors are upper-level college students who have an interest in education, social work, human development, business, or the arts. In addition, a few of the counselors are college graduates who are teachers during the school year.

The Head Counselors are a staff of highly trained and experienced professionals who have the responsibility of overseeing the camp counselors, administration of the Head Counselor's Office, and coordinating evening activities. All of the Head Counselors have had several years of student counseling experience and most are professional K-12 teachers.

BEFORE YOU COME TO UW-GREEN BAY

Parents/Guardians:

Complete the Health Information Form that will be e-mailed to you prior to the camp start. Because of the liability involved, you will not be admitted to camp without a properly completed health form. If you need to take prescription or over-the-counter medications, parents/guardians should also complete the medical authorization section of the Health Form. Medications must be brought to camp in the original bottle.

Bring with you:

Fan (dorms are NOT air conditioned), towels, washcloths, toiletries, soap, umbrella, bed linens, blanket/sheets or sleeping bag, a pillow and an alarm clock. These items are not provided by the Head Counselor's Office. The dorms are not air conditioned. Dorm mattresses are size twin XL. Optional equipment you may bring: snacks, cell phone, swim suit, clothes hangers, portable TV, MP3 player, camera, laptop, etc. Mini fridges are allowed if they are no bigger than 4 cubic feet. Please do not bring expensive electronics to camp. The camp is not responsible for stolen items.

What to wear:

Dress is informal, but school appropriate. If you can't wear it to school, don't wear it here! The UW-Green Bay classrooms and rehearsal rooms are air conditioned, but your room or apartment is not. The Cloud Commons cafeteria is located about a five minute walk from your room, so be prepared to do some walking. You must wear shoes (or sandals) in the cafeteria and in all classrooms.

Spending Money:

Even though almost everything is paid for by your fees, we suggest that you bring a minimum of \$30–\$40 for personal supplies and spending money for off-campus evening activities and snacks.

- Do not bring perishable foods, as refrigerators and ice machines are not provided.
- Stamps are available for purchase at the University Union Information Counter, or you can bring your own.

WHEN YOU ARRIVE AT UW-GREEN BAY

Campers should check into University Housing at the time indicated on your information letter. At that time, you should report to your designated area and move into your room. Please use your detailed map and watch for signs. Room assignments cannot be given out until check-in.

DUE TO SCHEDULING RESTRICTIONS, YOU MAY NOT CHECK-IN BEFORE THE DESIGNATED TIME INDICATED IN YOUR CAMPER INFORMATION LETTER.

An identification badge and swipe card will be issued to each camper at check-in, and they must be carried at all times. The swipe card accesses meals and University Housing rooms, and the ID badge assists the staff and other campers in identifying you. A lost swipe card must be replaced for \$5.

DURING YOUR STAY AT UW-GREEN BAY

For security and supervisory reasons, all University Housing buildings will be locked during the instructional sessions of the day, including the lunch hour, and during the night. Commuter Campers are not allowed in the housing area.

1. Counselors are responsible for community living rules and for maintaining an organized and pleasant environment for all campers. To ensure your personal wellbeing, feel free to ask your counselor questions to help you solve any problems or inconveniences that may arise.
2. All campers, except those on the sick list or excused, are required to attend all daily rehearsals, classes, special functions, and concerts.
3. Landline phones are not available in the University Housing dorms or apartments. If parents/guardians need to contact a camper by phone, they should place a call to one of these numbers:

Head Counselor's Office:
(920) 465-2742 (24-hours)

Camp Director's Office:
(920) 465-2775 (8:00 a.m. - 4:30 p.m., M-F)

Messages will be taken for the camper at the above numbers. The camper will return the call at his/her earliest convenience.

* See camp policies for information regarding cell phones.

4. There will be daily mail pickup and delivery at the Summer Camp Office. Mail should be addressed to:

Camper's Name
UWGB Summer Camps, CL 109
2420 Nicolet Drive
Green Bay, WI 54311-7001

5. Campers are encouraged to have their own health insurance as only limited accident insurance is provided by the camp.
6. If you should become ill during the day, report to your Camp Director. University Health Services, with registered nurses on duty, is available from 8:30 a.m. – 4:00 p.m., Monday through Friday. Report to a counselor if you become ill after classes or in the evening.
7. All scheduled leisure time activities and special programs are supervised by a staff of trained counselors. They are on duty each day from 3:15 p.m. until 8:30 a.m. An array of no- and low-cost, on- and off-campus activities are scheduled for campers each evening.

Check the bulletin board outside your counselor's room for each evening's activities. Activities may include basketball or volleyball in the housing courtyard, field trips to various attractions in Green Bay (movies, shopping, bowling), as well as supervised quiet time. Bus transportation is provided for scheduled off-campus group functions.

*Because the sports camps are scheduled into the evening hours, evening activities are not programmed for sports campers.

8. Meals will be served in the University Union. Two hot entrées', plus a salad bar and dessert bar are served at each meal. There will be a hot, meatless option available at each meal.

If you have any special dietary needs, please contact the Summer Camps Office prior to camp to arrange: camps@uwgb.edu or 920-465-2775.

9. **Hours:** Wake early enough to give yourself time to eat a good breakfast and get to your first class, practice, or rehearsal on time. Evening hours are as follows:
 - a. Evening Activities: 6:30 p.m. – 9:45 p.m.
 - b. Middle School Sessions: Be in your room at 10:00 p.m. Lights out and quiet time is at 10:30 p.m.
 - c. High School Sessions: Be in your room at 10:30 p.m. Lights out and quiet time at 11:00 p.m.

No exceptions will be made to these times without the Head Counselor's consent. Cell phones, radios, musical instruments, or TVs may not be used after lights out.

- 10. University Housing Living:** Your room is your temporary home, and because you will be sharing it with a roommate, please be aware of the following:
- a. For safety and liability reasons, straighten your room, turn off all electrical equipment, and close your windows before you leave each morning.
 - b. Keep your room locked at all times. We are not responsible for lost or stolen items. Leave excess money and valuables at home. Please, do not bring expensive electronics to camp!
 - c. The only people permitted in your room are counseling staff, parents/guardians, and other members of your immediate family, your roommate, and other campers of the same gender. Permission for others to visit must be obtained from the Head Counselor's Office.
 - d. Because of the potential dangers and liability, all furniture arrangements must remain unchanged, and kept in the rooms they are placed.
 - e. Tacks and tape are prohibited on the walls. Campers may bring wall putty for posting.
 - f. Campers may not remove windows or screens from their installed locations. Campers are not allowed to sit on window ledges.
 - g. A laundry room will be available for use. Detergent will be available for 50 cents per load in the Head Counselor's Office if campers need to wash clothes. You must pay for the use of the laundry pass card in the Head Counselor's Office.
 - h. Cooking is not allowed in the University Housing rooms or apartments.
11. Because of insurance liability codes, all campers are required to stay within the designated boundaries of the campus. You will be informed of these boundaries when you arrive on campus.
12. If, for any reason, it is necessary for you to leave camp, either a signed note or phone call from your parent/guardian to the Head Counselor is required. Parents/Guardians are required to sign-out the camper if the camper is taken off campus.

WHEN YOU LEAVE UW-GREEN BAY

University Housing check-out procedures are as follows:

1. Please inventory and pack belongings carefully. Make sure that nothing is left behind. A minimum of \$10 will be charged for postage and handling if the camp office is asked to ship any clothing or other items that were left behind.
2. Your counselor will check your room with you to see that nothing is forgotten and that the room is in orderly condition. If property was damaged in your room, your parents/guardians will be billed.
3. University Housing is not responsible for lost, damaged, or stolen items or luggage.
4. You must complete check-out BEFORE your final concert, exhibition, etc.
5. If you came with medicine, please be sure to pick it up from the Head Counselors Office before you leave campus.

If you take advantage of the experiences offered, you will have a great time!

WE ARE SO GLAD YOU ARE COMING TO THE UW-GREEN BAY SUMMER CAMPS!

HAVE AN AWESOME TIME AT CAMP!

SEE YOU SOON!