

# FERRIS STATE UNIVERSITY SUMMER CAMPS

## GENERAL INFORMATION

*For Parents & Participants of the GEARUP Program*

Welcome to Ferris State University's Summer Camp Program! Please read the following information regarding the camp very carefully. These policies and procedures are to ensure your comfort and safety.

**\*\*NOTE: The following enclosed forms MUST BE COMPLETED AND RETURNED PRIOR TO THE BEGINNING OF THE CAMP.** Participation in the camp will not be permitted unless required forms are returned. A return envelope is enclosed for your convenience.

- **Medical History Form**
- **Emergency/Medical Authorization & Waiver Form for Minor Participants**
- **Other Waiver of Liability Forms (as pertinent to the specific camp)**

### **1. Rooms & Residence**

Participants in overnight camps will be assigned to a room in one of the University's residence halls.

- For loading/unloading at the hall, participants may temporarily park in the parking lot closest to the assigned residence hall (refer to your confirmation letter and Campus Map for locations).
- All rooms are double occupancy and four-to-a-suite with a shared bathroom.
- Each participant will be issued a key for their room. Keys **MUST** be turned in to the residence hall front desk at check-out. **NOTE: A \$50.00 fee will be assessed for any lost key.**
- For participant safety, we require that participants **not leave** the residence hall boundary area unless they are accompanied by a staff member, parent or chaperone. If they do leave with these persons, we require that they sign out at the residence hall desk when they depart and sign back in when they return. However, it is not necessary to sign out if they are attending an instructional function and escorted to this activity.
- NOTE: Ferris State University will not be responsible for any camp participant leaving the campus without staff, parent, or chaperone supervision.**
- "Quiet Hours" will be in effect from 10 p.m. to 7 a.m. (this means no loud shouting in the hallways or in the rooms, no playing of radios loudly or with the door open, etc.) "In Room" and "Lights Out" times will be determined by the chaperones attending the camp, and all campers will be notified of these times the first night of stay of the camp. "Lights Out" time will not exceed 11:30 p.m.
- Participants should try to keep their rooms neat and presentable out of consideration for the others living in the suite.
- Participants will be required to bag up all garbage in their room (including the bathroom) before checking out.
- Residence Hall Front Desks are open 24 hrs a day.

### **2. Contact Information**

- Phones in the residence hall rooms are not in service during the summer.
- To reach your child at the hall to which they are assigned, call the residence hall front desk at the number listed in the chart on Page 3. The desk staff will leave a message for your child to return your call. (NOTE: You may want to explain to your child how to make "collect" or credit card phone calls.)
- Letters or packages for camp participants are to be sent to the Camp Host Office. Please check your confirmation letter for the address of your specific camp.

### **3. What to Bring/Not Bring**

- a. Bedding/Linens ARE NOT provided. PLEASE BRING YOUR OWN blankets, sheets, pillow, pillowcases, towels, washcloths, and bar soap.**
- b. Laundry facilities are NOT available in the residence hall.**
- c. Only small radios and Walkmans are permitted in the residence halls. DO NOT BRING Nintendos or Sega games, televisions, or VCRs. This request is made for the comfort of all campers.
- d. Campers may want to bring an alarm clock, fan (rooms are not air-conditioned), and personal items. Campers should bring a swimsuit for planned recreation at the Student Recreation Center.**
- e. Vending machines are available for small snack item purchases. Parents/guardian should remind participants they need to keep rooms locked and spending money properly secured.
- f. DO NOT BRING** valuables such as jewelry, large sums of money, or other similar possessions. Although we try to maintain tight security, we cannot always prevent petty theft. **Residence hall rooms should always be locked when not occupied.**
- g. NOTE: Ferris State University will not be liable for lost or stolen articles or money.**
- h. We recommend that participants do **NOT** bring their automobiles to campus. However, if it is necessary for commuting camp participants to drive to and from campus, they will **NOT** be allowed to use the vehicle during the daily camp hours. Resident camp participants who bring cars will **NOT** be permitted to drive during their stay at Ferris State University; car keys will be held at the residence hall desk.

### **4. Dining & Food Service**

- a. Participants of each camp will be assigned to eat at one of the University's dining facilities.
- b. Participants will be given a wrist band which will allow them to eat in the dining facility. This wrist band must be worn at all times. Participants will be charged \$5.00 for lost wrist bands.
- c. Shoes and shirt are required for all meals in the dining facility. Attire such as jeans and shorts are acceptable during the stay as long as they are within the limits of good taste.

### **5. Medication/Special Health Concerns**

- a. Ferris State University cannot be responsible for any medications that camp participants bring to camp. The camp participant will be responsible for remembering any prescribed times and dosages for medication. A small refrigerator will be available behind the residence hall desk for storage of medications that must be refrigerated. Mailboxes will also be available behind the residence hall desk for participants to use for medication storage. Stored medications will be released only to the camp participant, with proper identification, and only by the authorized residence hall desk staff. The hall desk is open 24 hours a day.
- b. NOTE: Camp participants seeking medical treatment should notify their camp staff and/or chaperone.** Participants may receive treatment/triage at the University's Birkam Health Center or the Emergency Room at Mecosta County General Hospital. In emergency situations, dial 911.
- c. NOTE: Any illness, which prevents individual from participating in regular camp activities, will be cause to have parents or guardian pick up their child.**

### **6. Conduct NOTE: Participants are expected to comply with the conduct rules and regulations of the camp.** These rules have been developed to ensure the comfort and safety of all participants. **The list of behaviors below constitutes a violation of camp policy and may result in disciplinary action and/or dismissal from the camp.**

- A. The following infractions warrant immediate dismissal from the camp; however, this list is not all inclusive. Other infractions of a similar nature may also result in immediate dismissal from the camp.**

- Use or possession of alcohol, marijuana or other controlled substances.
- Physical threat directed toward another person.
- Willful destruction of university or personal property.
- Possession of firearms or other weapons, including knives.
- Pulling of a false fire alarm or tampering with fire safety equipment.
- Theft
- Unauthorized absence from camp sessions, residence halls or camp activity (includes leaving the residence hall area without checking out or without supervision).
- Unauthorized overnight guests.
- Being present, after 10:00 p.m., in the living area of a member of the opposite sex without the supervision of a staff member, parent, or chaperone.

**B. The following infractions warrant a warning on the first offense and possible dismissal upon the second offense; however, this list may also result in a warning and/or dismissal from the camp.**

- Failure to follow the directives of camp staff or University personnel
- Participants not being in their room by their specified time
- Disruptive behavior or excessive noise
- Abusive language or harassment directed toward another person
- Removal of food or utensils from the dining facility
- Excessive accumulation of trash
- Removal of University property from public areas
- Pets in the rooms
- Gambling
- Littering or throwing items out of residence hall windows
- Removing screens from windows (Note: Windows are not methods of entry or exit.)
- Being present, before 10:00 p.m., in the living area of a member of the opposite sex without the supervision of a staff member, parent, or chaperone.
- Use of smoking or smokeless tobacco

**7. Damages**

The camp participant and his/her parent(s)/guardian will be held liable and will pay for any damage to university or personal property, which the participant has committed or caused.

**8. Items Left Behind**

**Ferris State University will not be responsible for personal items left behind at the end of the camp.**

Location	Phone Number
FSU Campus Police	(231)591-5000
FSU – Big Rapids Campus Switchboard (M-F, 8:00 – 5:00)	(231)591-2000
Bond Hall – North & South	(231)591-9580
Brophy/McNerney Hall	(231)591-9729
Carlisle Hall	(231)591-6599
Clark Hall	(231)591-9998
Cramer Hall	(231)591-7713
Hallisy Hall	(231)591-7171
Helen Ferris Hall	(231)591-6769
Henderson Hall	(231)591-6642
Masselink Hall – East & West	(231)591-0498
<b>Merrill/Travis Hall</b>	<b>(231)591-4761</b>
Miller Hall	(231)591-0760
Pickell Hall	(231)591-0270
Puterbaugh Hall	(231)591-6567
Taggart Hall	(231)591-6015
Vandercook Hall	(231)591-0889
Ward Hall	(231)591-0635
FSU Grand Rapids Applied Technology Center	(616)451-4777 or (800)998-3425
Kendall College of Arts & Design	(616)451-2787 or (800)676-2787