



Dear Art2STEM Participant,

Adventure Science Center is so excited that you are attending **Art2STEM camp** on the beautiful campus of Lipscomb University! This unique resident camp will be fun, will increase your knowledge of science, technology, engineering and math, help you develop new leadership skills, make new friends, check out what college life is like, and see your Art2STEM coaches in a whole new light! This letter will help you and your parents know what to expect at camp and also includes a packing list, directions, campus map, and reminders about the necessary forms to complete.

We start the camp with a way cool zip line adventure on Sunday evening. **For this special activity please have your parents fill out and sign the waiver and bring it with you to camp. Make sure you are wearing your Art2STEM t-shirt.**

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**WHAT:** Art 2 STEM Camp

**WHEN:** Resident week- July 10- 15, 2011

**TIMES:** Check-in Sunday July 10, 2 p.m.  
Check-out Friday July 15, parent presentation at 2 p.m., check-out about 3:30

- *A parent or guardian is required to be present at check - in and out of camp unless prior written permission has been given for carpooling. ID will be required.*

**WHERE:** **Lipscomb University** is located at **One University Park Dr., Nashville, TN 37204**. Visit Lipscomb's web site for directions to campus at [www.lipscomb.edu](http://www.lipscomb.edu)

**DEADLINE:** Your health form signed by a doctor or nurse and insurance card copy must be complete and on file by **July 10**. You may mail, email or fax it in advance to the Art2STEM Coordinator (John Hawkins)

John Hawkins, Art2STEM Coordinator  
[jhawkins@adventuresci.com](mailto:jhawkins@adventuresci.com)  
800 Fort Negley Blvd.  
Nashville, TN 37203  
Fax: 615.862.5178

Bring your Zip Line waiver with you to camp. And wear your A2S t-shirt.

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### **OVERNIGHT ACCOMODATIONS**

- ◆ We will be staying in a dorm on the Lipscomb University campus. Two girls will share a room. Two rooms comprise a suite with a shared bathroom between. We will do our best to put girls together with an indicated friend, but can not guarantee you will be with your best Art2STEM friend. If you would like to request a roommate, please call the Art2STEM Coordinator (John) at 615.401.5065. Please understand that this is also a great opportunity to make new friends and not all requests can be filled.
- ◆ Please review the packing list carefully and note what items you will need to bring.

- ◆ You are welcome to bring your own snacks and drinks with you. Please make sure these items are labeled with your name. We will have a dorm size frig. All meals are included.
- ◆ Camp adult counseling staff (2-4) will be housed on the same floor at each end of the hallway.
- ◆ Please note that other groups will be housed in on different floors. The floors are secured, there are no safety issues. Art2STEM girls will not have access key cards, only adults will.

### WHO ELSE WILL BE THERE?

- ◆ Other girls (rising 8<sup>th</sup>-9<sup>th</sup> graders) from Art2STEM participating schools.
- ◆ The event is sponsored by Alignment Nashville, PENCIL, TTU, a grant from the National Science Foundation, and of course Adventure Science Center.
- ◆ Your Art2STEM coaches (your teachers and mentors) will be leading daily instruction.
- ◆ Adult counselors who have experience in working with teen women and in facilitating group work and interaction. You will be organized into counselor groups and they will be pre-assigned before your arrival. You will receive this counselor assignment upon check in.

### HOW DO WE GET THERE?

- ◆ Please see the enclosed directions and map to Lipscomb University. Your family is responsible for bringing and picking you up. You may however, make carpooling arrangements with friends from Art2STEM. Counselors will need to know ahead of time. **They will not release girls to any adults other than those on the approved list.**

### MEALS AND SNACKS

- ◆ We will be eating all meals together at camp. All of the expenses have been taken care of by the Art2STEM grant. You will not need extra money unless you intend to purchase souvenirs at the Lipscomb Campus Store. We suggest not bringing more than \$20. Camp staff cannot be held responsible for lost money.
- ◆ The meals in the dining hall will have several options to choose from. There will be a vegetarian (not vegan) selection as well. If you require special dietary needs, you will need to call or email us prior to the camp.
- ◆ Please bring your own snacks and beverages with you for snack times. We will not be providing snacks between meals. Re-usable water bottles are encouraged. You will be able to store your food and beverages in your room.

### MEDICATIONS/ FIRST AID

- ◆ We will have certified first aid and CPR staff on site at all times.
- ◆ **All prescription and over-the-counter medications should be clearly labeled and turned in at check-in with instructions on when and how to take the medication.** When it is time for you to take the medication, girls should go to the first aid staff person to receive their dosage. These are procedures that must be followed.

### RULES

- ◆ No smoking or alcohol at any time.
- ◆ Weapons of any kind are prohibited.
- ◆ Leave meeting and residence rooms neat and clean. Do not remove any items from the room or other facilities.
- ◆ You may only be transported in the approved camp bus or van once camp has begun. No rides in private vehicles are allowed during camp.
- ◆ Cell phones are not recommended at camp. If girls must bring a personal cell phone, its use is restricted to the dorm room during rest periods. Phones being used otherwise will be taken up by counselors until check out. Parents will have counselor phone numbers in case of any family emergency.
- ◆ A Code of Conduct is in effect at all times. Any violation of the above rules may result in dismissal.

### POLICIES

- ◆ Once evening activities are over, quiet time is assigned. This will generally take place around 11:00pm. Participants should note that although there is no mandated time to go to sleep, girls are required to attend the

next morning's activities on time. The counselors and staff will be in rooms at each end of the hallway. Any girl attempting to leave her room after curfew (except in the case of an emergency) will be sent home.

- ◆ For safety reasons, participants should not go anywhere alone. Camp counselors or coaches will accompany girls any time they leave the dorm floor. Girls will not have access to security key cards. When in academic buildings or cafeteria, girls must use the buddy system for restroom trips.
- ◆ Neither camp counselors, coaches, nor Adventure Science Center will be held responsible for lost or stolen items/property. Please do not bring any jewelry or other valuables to camp.
- ◆ In all situations, participants are expected to respect themselves, other campers, counselors, facilitators, coaches, campus staff and speakers.

#### **IMPORTANT PHONE NUMBERS TO GIVE TO YOUR PARENTS/GUARDIAN and PROGRAM IN YOUR CELL**

- ◆ The Adventure Science Center number is 615.862.5160.
  - Direct line to ASC's Art2STEM Coordinator is 615.401.5065.
  - Direct line to ASC's Director of Education is 615.401.5069.
- ◆ The Pencil Foundation number is 615.242.3167.
  - Direct extension to Art2STEM Program Manager is 615.242.3167 x 240.

**What about emergency numbers after working hours? We'll give them those at check-in. I'm not giving anyone's personal cell out if I don't have to. We'll need to see if the pre-paid phone is still in working order.**

**Please find enclosed a packing list, map of Lipscomb University campus and directions to Lipscomb.**

## **PREPARING FOR CAMP**

Parent and camper should pack together. It is important that the camper knows what she, has, where it is and why she has it. There are no laundry facilities available for campers, so pack enough for the entire week – extra socks are always a good idea. **Label each item with the camper's name.** Cell phones, MP3 players and other electronic devices will only be allowed during the campers' "down time" in their rooms. They will be collected until the end of the week if they are seen out of rooms during activity periods.

## **Packing List**

### **Clothing (note flip flops are only for shower use)**

- ◆ Shirts or T-shirts – NO spaghetti straps, tank tops or midriff baring tops allowed
- ◆ Please wear your Art2STEM t-shirt on Sunday, if you received one at the ASC camp-in.
- ◆ Shorts – camp appropriate (slightly above the knee)
- ◆ Jeans or long pants (we will be getting dirty on Sunday evening!)
- ◆ Underwear
- ◆ Socks
- ◆ Pajamas
- ◆ Jacket/sweatshirt or heavy sweater
- ◆ Raincoat or poncho – no umbrellas
- ◆ Tennis shoes for EVERYDAY wearing– closed toe & heel
- ◆ Old shoes that can get wet and muddy
- ◆ Shower shoes (such as rubber flip flops)

### **Toiletries**

- ◆ Hair brush/hair ties/rubber bands
- ◆ Towels and washcloths
- ◆ Toothbrush/toothpaste
- ◆ Shampoo/soap
- ◆ Feminine hygiene products
- ◆ Contact solution and extra contacts
- ◆ Do not bring make up, scented lotions or perfumes

### **Bedding**

- ◆ Blanket, throw
- ◆ Extra sheets
- ◆ Special pillow(s)

### **Camp Supplies**

- ◆ Water bottle- Minimum of 16oz.
- ◆ Small backpack to carry daily items
- ◆ Flashlight & extra batteries
- ◆ Insect repellent – non aerosol
- ◆ Sun screen – non aerosol
- ◆ Large drawstring bag – laundry bag
- ◆ Sunglasses

## **CAMPER MEDICATION**

Prescription medication given to your camper must meet the following criteria:

- ◆ Prescribed to her by a physician
- ◆ In the original prescription container
- ◆ Accompanied by detailed, written instructions

**Medications not in the original container will not be accepted. The medication will be sent home along with the camper.** All medications will be dispensed as directed by the head counselor.

### **Over the counter medications**

Non-prescription drugs that may be administered by the head counselor include: acetaminophen (e.g. Tylenol); antacids (e.g. Pepto-Bismol); allergy medication (e.g. Benadryl, Sudaphrine); antibiotic and other topical ointments (e.g. triple antibiotic cream and Cortizone); powder (e.g. talc powders and medicated powders); cleanser (e.g. rubbing alcohol and hydrogen peroxide); and eye drops.

**Any restrictions regarding over the counter medication must be noted on the Camper Health History Form. If additional health information needs to be discussed with Head Counselor, please call as soon as possible.**

### **Notification of Parent/Guardian**

Our staff will make an effort to contact you by phone if your camper has a need for an out-of-camp healthcare visit. Because of timing and scheduling conflicts, we cannot promise that we will be successful in reaching you prior to her treatment. We generally do not contact you if your child has a routine problem that does not require a physician referral. e.g. skinned knees, headache, etc. The decision to consult you is determined on a case-by-case basis. Please attach a letter to your camper's health form if you want us to follow a practice different from what has been described.

In the case of the need for an off-site healthcare visit, your child will be taken to the closest emergency room; Vanderbilt Medical Center. We will continue to make every effort to contact you, but if immediate treatment is needed the Art 2STEM Coordinator, in coordination with ASC's Director of Education will secure whatever care, e.g. x-rays, injection, is determined by the attending physician.

Campers who become ill while attending camp with a fever of 100 degrees or more, who present with lice in any form, or are deemed contagious will be sent home.

### **Medical Insurance**

A copy – front & back -- of the camper's health insurance card must be attached to her Camper Health History Form

### **Health Screening**

The welfare of the entire camp population must be kept in mind. Your camper will be sent home if she:

- Has a fever of 100 degrees or more
- Has head lice or evidence of lice in any form
- Needs immediate medical attention
- Has any contagious condition.

**\*\*Note -** If a camper is sent home, she may return with a signed letter from her physician stating that she does not have any contagious conditions and is in good health.

### **Lost and Found**

Our staff makes every attempt to keep your camper and her personal belongings together. Please label all of your camper's belongings and pack a copy of the list of items your camper brought. On the last day of camp, we try to hand out all lost and found items. When you arrive on pick-up day, be sure to gather all of your belongings. Items left at camp will be taken to Adventure Science Center and stored for one week before being donated to a charitable organization.

**Adventure Science Center is not responsible for any lost or stolen items at camp.**

## **Birthdays**

A camper having a birthday at camp is always recognized. She will get a special treat from the camp staff and the group will sing to her at group reflection time.

## **PARENT/GUARDIAN CONTACT**

### **Phone Calls**

Your phone calls are always welcome. If you call to check on your camper, we will take down your information and have her counselor call you back. By doing this, you will get a first hand account of your camper's experience. Our staff will contact you with any questions or concerns.

Please make your camper aware of our policy regarding the internet and camp.

### **Internet Social Networking and Blogging Policy**

Adventure Science Center respects the right of its campers to use social networking websites (e.g Twitter , Facebook, FourSquare ,Tumblr), personal web sites, and blogs as a medium of self-expression. At the same time, camper safety is of utmost importance to us. Our camp requires, as a condition of participation in the camp, that campers observe the following guidelines when referring to the camp, its programs or activities, other campers, and/or employees, in a blog or on a web site.

1. Campers must be respectful in all communications and blogs related to or referencing the camp, other campers, and/or employees.
2. Campers must not use blogs or personal Web sites to disparage the camp, other campers, or employees of the camp or engage in any activity that is offensive based on race, color, religion, gender, national origin or age.
3. Campers must not use blogs or personal Web sites to harass, bully, or intimidate other campers or employees.
4. Campers must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by camp policies or state or federal law.
5. Campers must not post pictures of other campers or employees on a Web site.
6. Campers must not reveal their current location on any person blogs or sites.

## **A CAMPER'S EMOTIONAL WELL-BEING**

### **Helping Your Camper Cope**

Talk to your camper before camp about some of the things that will be different, such as sharing a dorm room and bathroom with other girls and eating meals in a large dining hall. Prepare campers to expect to compromise with other campers, help with clean up, and share the counselor's attention.