Saint Mary’s College
Summer Camps

Summer Academy
2015

Parent/Guardian
Information
Handbook
Before arriving

Enrollment Information

Required Forms and Balance of Tuition

The balance of tuition is due no later than Monday, June 29, 2015. All parental consent forms are due no later than Monday, June 29. Campers will not be permitted to attend any activity unless the following are on file by June 29, 2015:

• Health Form
• Consent Form
• Over-the-Counter Medication Permission Slip
• Release Form

Please Mail Forms & Payment to:
Saint Mary’s Summer Camps
Summer Academy
Campus and Community Events
Saint Mary’s College
Notre Dame, IN 46556-5001

Checks Payable To: Saint Mary’s College

Insurance

Saint Mary’s College assumes no responsibility for accidents or illnesses. Camp tuition fees include a maximum coverage of $5,000 for medical expenses and a maximum coverage of $5,000 for accidental death and dismemberment. Only injuries sustained during scheduled and supervised activities are covered. The contracting of a disease is not considered an injury and is not covered. All claims for insurance must be made by a parent/guardian of a camper in writing within 10 days after a camper leaves campus. Claims after this time period will be automatically rejected.
**What to Bring**

**Clothing**
- Shorts, shoes, shirts/blouses
- Jacket or sweater
- Cotton pants or jeans
- Robe
- Slippers
*Note: Flip-flops may not be worn during theatre class.*

**Linen**
- Bed linens
- Pillow
- Light blanket
- Towels

*Please remember this is the age when many young women begin their menstrual cycle. We suggest you prepare the camper for this possibility and send supplies just in case.*

**Reminder:** Please mark all items with camper’s name

**Miscellaneous**
- *Toiletries
- Umbrella
- Fan (Residence Hall is not air conditioned)
- Bug spray
- Laundry bag
- Sunscreen
- Watch or alarm clock

**Forensic Science Camp:**
- Camera or Cell Phone

**Digital Photography:**
- Digital single-lens reflex camera (DSLR), compact camera, iPhone, or iPad

**Expense Money**

Campers may wish to bring money for incidental and souvenir purchases at the Saint Mary’s and Notre Dame bookstores. All campers are responsible for their own money.

**What to Leave at Home**

**Cell phones & iPads -** Cell phones & iPads are permitted for classroom activities
- iPods or MP3 players
- Palm pilots
- Game boys or Handheld video games
- Televisions
- Candles
- Incense
- Matches or lighters
- Stereos
- Refrigerators
ARRIVAL AND DEPARTURE

Sunday Registration

July 12, 19, and 26
2:00 p.m.-4:00 p.m. (EST)

Registration for the Summer Academy will be held in the lobby of O’Laughlin Auditorium. No parents, guardians, or campers will be admitted to the residence hall prior to completing registration. The first activity for campers is a tour of campus and orientation session. This begins promptly at 4:15 p.m.

Friday Checkout

July 17, July 24, July 31
4:30-6 p.m. (EST)

At the conclusion of the Summer Academy Showcase, campers will be dismissed with their individual counselors to the residence hall. Once all the campers and counselors have returned to Holy Cross Hall, parents will be allowed to pick up their camper(s). Holy Cross Hall is slightly behind O’Laughlin Auditorium.

All campers must check-out by 6:00 p.m. Friday. For security reasons, we cannot permit campers to remain in the residence hall beyond 6:00 p.m. Residence halls will be closed from 6:00 p.m. Friday until 12:00 noon Sunday.

Reminder:
The Dining Hall will be closed after lunch on Friday.
Please remember that Indiana is on Eastern Time (one hour ahead of Chicago).

Transportation to Saint Mary’s Campus

Families are responsible for arranging their own transportation to and from camp. Our staff is able to pick up students at the South Bend Regional Airport if we are notified by Wednesday, June 29, 2015. If a student wishes to use this service, a travel itinerary including arrival times, flight numbers, etc., must also be provided by this date. An additional fee of $35.00 (includes arrival and departure) is charged for this service.
Directions to
Saint Mary’s College

The campus is located just north of downtown South Bend and just to the west of the University of Notre Dame on S. R. 933. From the Indiana Toll Road (I 80/90), take exit 77 and turn right at the stop light. Go south and turn right (west) at the second stop light (The Avenue). Follow the campus signs for Summer Academy registration (O’Laughlin Auditorium/Moreau Center for the Arts).

Academy Rules and Policies

Academy Rules

Saint Mary’s has been offering summer camps for over thirty years. Each year, the College strives to provide a positive and enriching experience for campers. Directors, staff members, instructors, and counselors adhere to a strict set of behavioral standards. Students are expected to conduct themselves in a similar fashion and with respect toward the College and the College Mission.

Students are expected to:

• Respect other camper’s personal property
• Respect College property
• Keep rooms clean and orderly
• Students are not permitted to leave their groups or the Saint Mary’s campus without staff supervision

Consequences

• Students will receive a verbal reprimand or warning from the Academy Director for minor infractions
• Serious infractions, (e.g., smoking, fighting, use of abusive language, etc.), will result in a verbal warning and parents/guardians will be notified by the Camp Director.
• Grounds for immediate dismissal include use of alcohol or drugs, activating fire alarms, theft, vandalism, or the use of any item that endangers an individual or College property.
Camp Policies

Visiting
Saint Mary’s Summer Academy obeys a “No Visiting” policy except in the event of an emergency. In the event that the student must be taken off campus, the Academy Director must be notified as soon as possible. All students must have approval from a staff member before leaving the campus. Only those named on the Release Form will be permitted to pick up a student. A Release Form is required for each student. For security reasons, only parents are allowed on the floors in the residence hall during check-in and check-out times.

Phone Policy
Saint Mary’s Summer Academy has a restricted phone policy for all Summer Academy campers. Cell phones are permitted for classroom activities.

Because this may be the first time away from home, some campers may experience separation anxiety. The staff, counselors, and instructors are dedicated to making this period of adjustment as comfortable as possible for everyone involved. This policy has been established for the welfare of the entire camp program. Our goal is to have the camper emerge from this week with a sense of accomplishment and pride. It has been our experience that this process is best accomplished with no phone contact from home.

Emergency messages will be taken at the Summer Camp Office (574) 284-4778 from 8 a.m.-5 p.m. After 5 p.m., emergency messages will be taken at the Holy Cross Hall Front Desk (574) 284-4300. Telephone messages will be returned by the Director/Assistant Director.

Reminder: Please remember that Indiana is on Eastern Time (one hour ahead of Chicago).
HELPFUL CAMP INFORMATION

Mail

Please address camp mail to:

Saint Mary’s Summer Academy
(Student’s Name)
Saint Mary’s College
Holy Cross Hall
Notre Dame, IN 46556-5001

Note: Sending stamps and stationery with the camper is always helpful.

Photos

A group photo will be available for purchase prior to Summer Academy or at registration. Each photo is $10.00 and an order from is included in the parent packet. Please include a separate check if ordering a student/counselor photo.

Housing

Summer Academy students are housed in Holy Cross Hall. Holy Cross is not an air conditioned facility. Students are encouraged to bring a fan or rent one once they have arrived at camp. Laundry facilities are available in the basement of Holy Cross.

Reminder: Before check-out, each room will be inspected for damages. If damages are found, parents/guardians will be invoiced for the repairs and/or replacement items.

Lost Room Keys

Replacement cost for a lost key is $15.00. Once a replacement key is issued, the parent/guardian will be invoiced.

For More Camp Information and Updates Visit:

Our Camps Website: www.saintmarys.edu/camps
Follow us on Facebook: www.facebook.com/CampsSMC
Follow us on Instagram: @saintmaryssummercamps or at instagram.com/saintmaryssummercamps
**Medical Services**

A camp nurse is available during the week of Summer Academy. All prescriptions and over-the-counter medicines (including vitamins, antacids, pain relievers, etc.) must be administered by a nurse. If a camper experiences an illness or injury, a nurse will contact the parent or guardian.

**Reminders:**

- Health Services will be available during registration and check-out to collect/return medications and answer questions. Any medications left at the end of the week will be discarded.
- Please make sure to fill out all required enrollment paperwork. Campers will not be permitted to attend any activity unless a completed Health Form, Consent Form and Over-the-Counter Medication Permission Slip are on file by June 29, 2015.

**Food Allergies**

Sodexo is the designated food provider at Saint Mary’s College and is responsible for creating menus that serve a variety of groups visiting our campus each summer including Saint Mary’s Summer Academy. Since food allergies can create health concerns, please review all dietary issues with the camper before camp registration. Please remember to list any allergy, especially food allergies, on the Health Form.
CAMP ACTIVITIES

Summer Academy Showcase
On Friday at 3:00 p.m., students will present the special project their group has been preparing all week. This event is open to family members and will be held at the following locations:

- **Digital Photography:** Friday July 17 at 3:00 pm in Vander Vennet Theatre (Located in the Student Center)
- **Forensic Science:** Friday July 24 at 3:00 pm in the Vander Vennet Theatre (Located in the Student Center)
- **Courtroom 101:** Friday, July 25 at 3:00 pm in the Vander Vennet Theatre (Located in Moreau Hall)

*(Please note: The Saint Mary’s Summer Academy will *not* be videotaping these events.)*

REFUND POLICY

**Before June 3:** All money, except the $100 non-refundable deposit, will be refunded. All refund requests must be made in writing.

**Between June 3 and July 1:** Fifty percent (50%) of tuition will be refunded only in the event of a serious medical or personal reason. Verification may be required. All refund requests must be made in writing.

**After July 1:** Refund requests will not be accepted.

saintmarys.edu/camps
COLLEGE LOCATIONS

Admission Office.................................1
Administrative Offices........................1
Alumnae Relations ..............................1
Angela Athletic Facility......................2
Bookstore.........................................3
Box Office........................................4
Campus Ministry................................5
Cushwa-Leighton Library....................10
Holy Cross Hall (residence)...............12
Le Mans Hall (residence)...................1
Little Theatre/Art Gallery..................4
McCandless Hall (residence)...............13
Moreau Center for the Arts...............15
Noble Family Dining Hall...................4
O’Laughlin Auditorium.......................4
Office of Special Events....................4
Security Headquarters......................17
Soccer Field......................................18
Softball Diamond..............................19
Student Center................................3
Tennis Courts....................................21
Volleyball Courts..............................22
Welcome Center..............................23