Welcome to SPICE camp 2019! This handbook provides information about the camp and our rules and procedures. Please review this handbook before attending camp and keep it accessible.

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SPICE is a program of the University of Oregon. We are committed to increasing the participation of girls and women in science, technology, engineering and mathematics through exciting hands on activities, by providing relatable role models, and through creating a community of engaged girls.

We are an affirmative action, equal opportunity institution in compliance with the Americans with Disabilities Act.
SPICE Camp Rules

We don’t have a lot of rules at SPICE camp. If you stick with the following, we’ll all have a great time!

1) Have fun!
2) Listen to your instructors and follow all safety rules
3) Have fun!
4) Be nice to others
5) *If you’re not having fun, you’ve broken rules 1, 3 & 9 – the punishment is that you will be forced to have fun.*
6) Don’t climb the tree
7) It’s all Brandy’s fault. When in doubt, blame the director
8) NO GLITTER
9) HAVE FUN!

Basics

SPICE Camp takes place on the UO campus. Most activities take place inside the Lorey Lokey Science Complex of buildings between Agate & University Streets on the east and west and Franklin and 13th avenue on the north and south.

Campers may also visit other campus locations such as, but not limited to, the Pioneer Cemetery, the EMU, and the Riverfront athletics fields by the Autzen Footbridge.

Where to check in/Drop off & Pick Up

Check in takes place each morning on the lawn between Huestis and Willamette Halls accessed from 13th avenue. Staff and signs will be at the street on the first day of camp to greet campers and parents and direct them to check in.

On subsequent mornings, campers should congregate on the lawn between 8:45-9:00 to check in and begin the day.

Afternoon pick up takes place on 13th Avenue next to Deschutes hall on the large north lawn. Pick up is between 4:00-4:15. Campers must be picked up by an authorized adult unless a parent has given permission for the camper to leave on her own. Parents may authorize any number of adults, or older siblings to pick up the camper. Please inform the camp coordinator of all persons permitted to pick up the camper.

All campers must check out with their camp leader before leaving camp. Repeated failure to check out with a camp leader may result in loss of activity privileges or removal from camp. We require check out for safety purposes.

Campers signed up for wrap around will be inside Willamette Hall. Parents must come in for pick up/dropoff or call the camper/director to arrange a staff member to walk her to the street.
Clothing

There is no specific dress policy. Campers should dress with the weather in mind. A light weight coat or hoodie is recommended for students wearing summer attire as time may be spend in cooler climate-controlled rooms.

Flip flops, thongs, and flimsy sandals are discouraged. Many camp activities will involve walking across campus, standing on hard surfaces, or walking through brush. You will be provided with a schedule of activities and notified in advance of days when long pants and sturdy shoes will be necessary.

Lunches, Snacks, & Vending Machines

Campers are required to bring their own sack lunch each day of camp. A healthy morning and afternoon snack will be provided for all campers. Please notify us if your child has any food allergies or dietary restrictions. We will strive to accommodate.

Use of campus vending machines is generally permitted to campers, however, access is at the discretion of camp leaders and chaperones and may be restricted due to limited staff to oversee vending machine trips and/or behavioral concerns.

Lost and Found

Items left behind will be collected by camp leaders and stored in the SPICE offices inside of 240 Willamette. Lost items not found by instructors can be inquired for in each building’s lost and found office. No promises are made vis a vis the recovery of items left behind in classrooms, communal spaces, or outside.

End of Camp Celebration

SPICE camp hosts and end of camp celebration from 2pm-4pm on the last Friday of camp. The celebration starts in room 100 Willamette with presentations from the Discovery and Forensics campers. The festivities then move to the Engineering Camp Pinball Arcade (location TBD) where liquid nitrogen ice cream is served. Friends and family are encouraged to attend the celebration.

Special Considerations

If your camper requires any special considerations due to mobility or disability issues, please contact the camp director. We will make every effort to accommodate campers’ special needs.

Safety & Privacy

Safety is a primary concern at SPICE camp. We hope all campers will enjoy their time with us and experience exciting new activities in a fun and safe environment. See below for specific safety policies and practices.
Laboratory Safety

SPICE camp is a time to explore science in a hands-on capacity, which sometimes involves potentially dangerous activities like handling household chemicals, using sharp objects, or venturing into nature. Campers will be provided with an introduction to camp safety policies and trained in the proper use of all potentially hazardous equipment and substances. We start with the presumption that campers can behave as responsible scientists who deserve the change to engage in hands on science. Safety errors committed through honest oversight will be corrected by lead instructors. Campers who demonstrate an inability or unwillingness to engage in science safely may be removed from activities with safety concerns.

Blatant disregard for instructor safety instructions to campers may result in dismissal from camp. This has never happened, and we hope it never will. In our experience SPICE campers have been respectful, diligent, and enthusiastic scientists with whom we enjoy working.

SPICE Staff

SPICE camp staff are mandatory reporters of student neglect and abuse per Oregon State Law and University Policy. Camp leaders are trained in mandatory reporting requirements. Leaders are also trained in proper lab safety procedures with particular attention to carrying out hands on science with children. All camp leaders, volunteers, and assistants are empowered to stop an activity at any time if they believe it has become unsafe. Any injuries or incidents are reported immediately to the director.

Bathrooms and Unattended trips.

Most SPICE activities take place in close proximity to bathroom facilities. It is SPICE camp policy that campers never be alone, in bathrooms or otherwise. (e.g. when retrieving an item left behind in a classroom or going to different activities). Whenever possible, an instructor or volunteer will accompany campers who need to break off from the main group for a bathroom trip or for other reason. In cases where it is not feasible or necessary for an adult to accompany campers, campers will be sent with one or more “buddies” from their camp group.

It is also SPICE policy that camp staff and volunteers not be alone with campers in private spaces, such as bathrooms. If a camper needs assistance in a bathroom or private space, another camper or campers will be brought along and kept within view or hearing.

Exceptions can be made to this policy by prior arrangement with parents or guardians in the case of campers who need a private space in which to deal with issues of an intimate nature such as attending to private medical needs. In these cases, an instructor, or camper approved by the parent, will wait outside the private space and accompany the camper to and from the location.

The University of Oregon is a public space with many students, staff, and members of the public coming and going at all times. Though our campus is overwhelmingly a safe and friendly space
for children, it is our policy to ensure that children are not left alone and unattended on campus.

**Discipline, Relationships, & Bullying**

SPICE lead instructors are trained to handle interpersonal issues between campers and deal with disciplinary issues. We find that most issues can be dealt with by taking the involved parties aside to discuss the relevant experiences and emotions. We emphasize the importance of respect for fellow campers and staff, and the importance of providing a safe space for all campers to learn in.

If a camper engages in activity that is disruptive to the group and will not desist, she may be sent to the director’s office for further discussion. Sometimes campers just need some time apart to have quiet and a chance to reflect. All campers have the option of going to the camp offices and resting on a couch in the director’s office. This is not a punishment, but rather a chance to rest, reflect, and recharge.

Parents will be contacted if campers show repeated signs of distress, lack of engagement, or interpersonal conflict. We prefer to gain parent insight and assistance when dealing with these issues rather than punishing campers.

Bullying is not acceptable in SPICE camp. We work with all parties involved to understand the underlying issues and work toward a solution that works for everyone. Solutions may include addressing embarrassing or frustrating incidents, working with students to modify behaviors that make others uncomfortable, or keeping the parties separated to give them space.

Please contact the staff if your child is reporting issues with another camper, feeling left out, or experiencing any other emotional or interpersonal distress at camp.

**Wrap Around Care**

For students needing to arrive at camp early or stay late to accommodate parent schedules, we offer wrap around care in the mornings and afternoon. Wrap around time usually involves crafts or unstructured outdoor play under the supervision of camp volunteers. Campers may also be drafted into helping set up or clean-up activities, if they are interested in helping out.

You can sign your child up for wrap around using the form enclosed with the registration paperwork.

**Field Trips**

Field trips off campus are sometimes a part of camp. You will be notified of any field trips and the relevant details in advance of the field trip date. Past field trips include:
Other Stuff

The following are a few miscellaneous policies and issues campers and parents should be aware of:

Tree Climbing

We at SPICE camp think that climbing trees is an excellent thing for campers to do, however, the UO grounds crew have asked us not to permit our campers to climb trees. There are many attractive climbing trees on campus, but climbing can be potentially damaging to many of the historic trees on campus. Please refrain from climbing any trees during camp.

Phone Policy

Phones, smart phones, and small electronic devices are permitted at SPICE camp. We encourage campers to document their activities using their phones and other devices. Please refrain from playing games during activities or using phones in other ways that may distract from the task at hand. Answering quick texts during activities is OK, but please refrain from taking calls during activities or engaging in games or long text strings. If you need to take a call, please step outside the room or away from the activity.

We reserve the right to restrict phone use during camp if they have become disruptive.

Respect for Facilities and People

One of the reasons we are able to offer SPICE camp so affordably is because of our access to the classrooms and other spaces provided by the University of Oregon. Our ability to continue to use them is dependent on maintaining good will with the building managers, academic departments, and faculty and staff who use and manage the spaces.

In order to help us keep good relationships with the campus community, please observe the following guidelines:

- Please keep conversation to a low volume when traveling through hallways, particularly by offices and classrooms
- Please clean up trash and respect facilities
- If you spill something or cause damage on accident, notify your camp leader so we can clean up or repair the damage
- Do not roll around on chairs in public spaces (we know, it’s fun, but it can be annoying for people using the building)
- Be aware of your surroundings and respectful that people are working in the buildings you are sharing
- No running inside
- Be polite. Use your good behavior and apologize if you bump into or otherwise inconvenience the staff or students
- Do not use the elevators unless instructed to do so by SPICE camp staff
When in doubt ask for help, behave as you would want others to behave if this was your home or workplace, and HAVE FUN!

**Banned substances**

There is a zero tolerance policy for glitter at SPICE camp. ZERO TOLERANCE.