Student and Parent Handbook 2015

Where Summer Never Ends!

Duke University East Campus, Bishop’s House Room 201, 8 East Union Drive, Durham, NC 27708

(919) 684-2827 · www.learnmore.duke.edu/youth · youth@duke.edu
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Summer 2015

Dear Duke University Youth Programs’ Participant:

Welcome to Duke Youth Programs, sponsored by Duke University Continuing Studies! We are excited to meet everyone at camp this summer!

We currently offer 13 camps: Action Science Camp, Biosciences & Engineering Camp for Middle School, Biosciences & Engineering Camp for High School, Summer BOOST, Constructing Your College Experience, Creative Writers’ Workshop, Duke W.R.I.T.E. for College, IMAGINE! Leading by Example, Math Camp for Middle School, Cracking The Code: High School Crypto-Camp, 3D Printing Camp @ Duke, Duke Neurosciences Camp, and Young Writers’ Camp.

We are delighted that you have registered for one of our summer programs!

This guide has been designed to inform you about program policies and procedures, assist you with your arrival and departure plans, and serve as a resource of information.

After reviewing the guide if you have additional questions, you may contact us at (919) 684-2827, or you may contact our registration office at (919) 684-6259. You may also email us at youth@duke.edu.

We look forward to seeing you this summer!

Sincerely,

[Signature]

Thomas E. Patterson.
Director, Duke Youth Programs
Staff

ADMINISTRATION

General Administration
Director, Duke Youth Programs – Mr. Thomas E. Patterson
Summer Office Manager – Mr. Jonathan Smith
Summer Office Assistant – TBD

Program Academic Directors
Action Science Camp — Ms. Randee Haven-O’donnell
Biosciences & Engineering Camp for Middle & High School — Dr. Gary Ybarra
Biosciences & Engineering Camp for Middle School Onsite Manager — Erin Grigsby
Biosciences & Engineering Camp for High School Onsite Manager — Ms. Leyf Starling
3D Printing Camp @ Duke — Mr. David Bryan
Constructing Your College Experience — Ms. Sheba Lowe
Creative Writers’ Workshop — Ms. Stuart Phillips
Duke IMAGINE. . . Leading by Example — Mr. Eli Seed
Duke W.R.I.T.E. for College — Mr. Dan Wales
Math Camp for Middle School — Ms. Lynn McGee
Math Camp for High School — Mr. Chris Gann
Duke Neuroscience Camp— Mr. Jon Lepofsky
Young Writers’ Camp — Mr. Mitch Cox

Residential Life
Director of Residential Life — Ms. Ellen Hadley
Residential Life Administrative Assistant — TBD
Assistant Director of Residential Life, Randolph Residence Hall — Mr. Copeland Norcross
Assistant Director of Residential Life, Blackwell Residence Hall — Ms. Jessica Gonzalez

Instructional Staff
The instructional staff is comprised of professional educators, talented artists, and published writers. They are committed to inspiring and challenging their students. Brief biographies of our instructors are available on our website for each program, www.learnmore.duke.edu/youth.

Residential Counselors
The residential counselors are a talented group of mature, enthusiastic, undergraduate and graduate students. Some residential counselors are former Duke Youth Programs’ participants. A professional educator, the Director of Residential Life, directly supervises the residential staff and their activities.
Offices

Youth Programs Office
The Youth Programs office is located in the Bishop’s House on East campus, home of Duke Continuing Studies. During the summer, you may contact administrative and instructional staff by calling (919) 684-2827. During the academic year, please contact the main Duke Continuing Studies office at (919) 684-6259.

Residence Hall Office
Each residence hall, Randolph and Blackwell, will have an office where parents may call and leave messages for campers during the camp session. This phone number will be available at the program check-in. The residence hall office phones will have an answering machine if no one is present in the office to take the call. Messages will be checked regularly throughout the day. In the case of an emergency, an emergency pager number will be provided on the residential office answering machine. You may also call the main Youth Programs office at (919) 684-2827, Monday – Friday 8:00 – 5:00pm.

Policies & Expectations

Respect & Responsibility
At Duke Youth Programs, we strive to provide a safe, rich rewarding experience for all participants and staff. In order to achieve this goal, each participant must take responsibility for following community member guidelines and respecting others. At the orientation session, we will discuss camper expectations and camp policies in greater detail. A camper’s failure to comply with the community living expectations will require action, such as contacting parents/guardians, restricting privileges, or in extreme cases, dismissal from the program. Any participant who violates policies or challenges staff decisions may be sent home at the discretion of the administrative staff. Program fees for dismissed participants will not be refunded and the camper will not be eligible to attend any future Duke Youth Programs.

Youth Programs expects that all participants and their guardians have carefully read the policies outlined here and in the Duke Youth Programs Agreement form. Please note that some program rules may deviate from the rules that a student would be required to adhere while living at home. Nonetheless, all participants are expected to uphold program standards while attending the program. Following is a list of specific rules and the standard consequence for violation.

Program Rules & Policies
1) Possession, sale, and use of alcohol and drugs are prohibited.
   Violation of N.C. State Law
   Consequence for violation: Expulsion from program

2) Smoking is prohibited.
   Violation of N.C. State Law
   Consequence for violation: 1st offense-Warning and parent notification
   2nd offense-Expulsion from the program
3) Possession of weapons (including, but not limited to: knives, switchblades, stilettos, stars, and firearms) and/or fireworks are prohibited.
   Potential violation of N.C. State Law
   **Consequence for violation: Expulsion from the program**

4) Campers must refrain from other acts not specifically stated which could be considered unlawful (including, but not limited to: theft, assault, etc.).
   Violation of N.C. State Law
   **Consequence for violation: Notification to authorities, expulsion from program**

5) Verbal and physical harassment of campers and staff are prohibited.
   Harassment is mean and ugly and detracts from our community and the purpose of the program. As functioning citizens in society, we must find alternative ways of voicing our emotions and venting our frustrations. Taking these feelings out on others is not a viable solution. Controlling these impulses is sometimes difficult and counseling is available for students who need help dealing with and handling their emotional impulses.
   **Consequence for violation: 1st offense - Warning and parent notification  
   2nd offense - Expulsion from the program**

6) Each camper’s room must remain open with the light on while individuals other than the camper’s roommate(s) are present.
   Campers can expect privacy while they are alone or accompanied only by their roommate(s) in their rooms. Youth Program Staff must be cognizant when non-roommate person(s) are present in a room. As such, the door must remain completely open. Campers should not be engaged in any activity (when nonroommate person(s) are present) that should require the door to the room to be closed.
   **Consequence for violation: 1st offense – Warning and parent notification  
   2nd offense - Expulsion from the program**

7) Campers are not allowed in rooms or halls of opposite sex campers. Campers may only visit in rooms or be on the hall of same-sex campers. There are plenty opportunities to visit with the opposite sex during the course of the day’s activities. Common areas are available for visitation in the residence hall.
   **Consequence for violation: 1st offense – Warning and parent notification  
   2nd offense - Expulsion from the program**

8) Campers must be inside the residence hall by the program specified time unless on a supervised activity. Participants should be in their room with the door locked by the specified curfew.
   The Duke Campus gives every illusion of seclusion and safety. The reality, however, is that the Duke Campus is located in one of the largest cities in the state of North Carolina. While the Duke Campus Police does an excellent job of protecting the citizens of Duke and patrolling the campus, access to the campus is open to others outside of the University. It is important to remember that crimes have occurred on campus. Crimes are most likely to occur at night and the curfew is therefore imposed for campers’ safety. You may obtain a copy of the University’s security report by contacting Duke Police @ 919-684-4602.
   **Consequence for violation: 1st offense – Warning and parent notification  
   2nd offense - Expulsion from the program**
9) Overnight guests in the residence hall and camper rooms are prohibited.

   Consequence for violation: Expulsion from the program

10) Going off campus without permission is prohibited. However, older campers, rising 10, 11, and 12, are permitted to check-out with the on-duty counselor and travel in groups of 3 or more to designated areas on 9th street between 7:00-8:30pm. A counselor(s) will be present in the area. Upon returning to campus, campers must then check-in with the appropriate staff member.

   Staff needs to know the whereabouts of all participants at all times. Thus, campers who are allowed to leave campus must follow the check-in and check-out procedures accordingly, stay with their group, and remain in the designated area.

   Consequence for violation: Expulsion from the Program

11) Residential campers are not permitted to bring motor vehicles to the program.

   Campus sites and surrounding areas that are used for camp activities are within walking distance. Additionally, Duke buses run on a regular schedule between East and West Campus. Transportation will be provided when traveling to off-campus activities.

   Consequence for violation: If this rule is breached, the camper assumes financial responsibility for returning the automobile to his/her permanent address along with a parent conference.

   NOTE: Day & Extended Day Campers are permitted to bring motor vehicles to the program. Their cars must be parked in the designated areas by the program.

Expulsion from the program

Once a participant is expelled from his/her program, s/he may not live in the residence hall, attend classes, or participate in any activities on Duke’s campus, which are reserved for program participants. No portion of the program cost will be refunded.

Internet Policies for Campers of Duke Youth Programs

The Internet, when used wisely, provides many safe and positive ways to stay in touch with your friends from camp. In order to assure that camp remains an emotionally and physically safe environment for all staff, employees, campers and families, we’ve established some guidelines to govern its use as it relates to Duke Youth Programs.

Pictures
- Campers agree not to post anything online that would represent Duke Youth Programs in a distasteful way.
- Participants and staff are not allowed to share images of campers via the web.
- Duke Youth Programs is not responsible for publication of photos or other images taken by campers without the camp’s permission.

Camp’s logos and sites
- Campers will not use the Duke Youth Programs logo and/or name without expressed written permission.

Social networking sites and personal webpages
- Campers will not post anything that could be considered defaming.
- Instant messenger messages & text messages must be camper appropriate.
- Participants and staff are not allowed to share via laptop or any other electronic device material that is deemed inappropriate for members of the camp community.
Supervision

Participants are supervised at all times by either an instructional staff member or a residential counselor. High school aged participants (grades 9-11) have some additional privileges that allow them to be in designated areas in groups of three or more for short periods of time. On these occasions, a staff member will not accompany each group but will be present in the designated area providing supervision.

The Residential Staff, comprised of undergraduate and graduate students, are responsible for supervising students during meals, electives, social and recreational activities during the afternoon and evening hours. Each counselor is assigned a living group of 10-12 students. The Director of Residential Life, a professional educator, lives-in the residence hall and supervises the residential staff. The program senior administrative staff are on call 24 hours a day, if needed.

All participants live on East Campus. The Residential Staff will provide opportunities for campers to visit West Campus sites, such as the Bryan Center, Perkins Library, Duke Chapel, Duke Gardens, East Campus, and the surrounding area, which includes a retail area on Ninth Street.

Health & Safety

Duke Youth Programs strives to provide a wholesome, transformative, and enjoyable experience for all its participants. However, Duke Youth Programs is not equipped to meet the needs of campers experiencing severe emotional issues. A camper who exhibits disruptive or problematic behaviors will be required to leave the program immediately.

Illness / Injury

If a participant is injured or feels ill, s/he should notify a staff member immediately. Parents will be called for advice and recommendations if the problem does not require immediate medical attention. If the problem is serious, the staff member will arrange for medical treatment at the Duke Student Clinic, Duke Hospital, or other nearby medical facilities. When possible, staff members will contact parent(s)/guardian(s) before seeking treatment.

In this packet of materials, there is a Health Form to be completed and returned. It is imperative that all parts of the form are thoroughly and legibly completed. Youth Programs staff will refer to this form for contact information in the event of a medical emergency. Medical personnel will refer to this form whenever medical treatment is necessary; this form is the only guide a health care provider will have in case of an emergency.

Residence Hall Security

The exterior residence hall doors are sealed magnetically 24-hours a day. Card keys must be used to unlock the doors. Even though the exterior doors are locked at all times, it is very important that the interior room doors be locked at nig535/88kht while the participants are asleep and whenever they are not in their rooms. Room keys are issued to ensure the protection of program participants and their belongings. If either the card or the key is lost or misplaced, the participant should notify his/her counselor immediately so a replacement may be issued and the lost card key deactivated to ensure the safety of residents. Participants are responsible for the replacement cost of each lost or damaged card key ($15) or room key ($100).
Leaves of Absence
Parents/guardians may submit a list of people aged 21 or older who have permission to take their child off-campus during the session. Any leave of absence must be arranged in advance with the camper’s residential counselor; residential counselors may be contacted by calling the residential office (this number will be available at check-in). Campers must be picked up and returned to the residence hall at the pre-arranged times. The residential counselor will be present at the time of checkout and the person checking the student out will be required to provide identification and sign a “Leave of Absence” form. Participants will not be permitted to leave campus with anyone who is not listed on the “Leave of Absence” form. Since our schedule is filled with recreational and instructional activities, we discourage long periods of time away from the program. These informal interaction times serve an important role in building community among peers and counselors.

Campus Security
The Duke campus gives every illusion of seclusion and safety. The reality, however, is that the Duke campus is located in one of the largest cities in the state of North Carolina. While the Duke Police do an excellent job of protecting citizens of Duke and patrolling campus, access to the campus is open to others outside of the University. Duke Police will visit each camp and provide a brief safety presentation for participants. Additionally, under the Federal Campus Security Act (20 U.S.C. 1092f), prospective participants may obtain a copy of the annual institutional security report. The security report includes campus crime statistics and the university’s safety and security policies. For a copy of the report call (919) 684-4602.

Disability Related Information
Duke Youth Programs welcomes qualified students with disabilities. Under the provisions of the Americans with Disabilities Act (ADA), the University implements a consistent procedure to explore possible coverage and reasonable accommodations. Individuals with disabilities or other special needs who anticipate needing reasonable accommodations should contact the Director of Youth Programs at (919) 684-6259 or email: youth@duke.edu as soon as possible.

Written requests for consideration for reasonable accommodation and necessary documentation paperwork must be received **30 days in advance of the program start date.** Each request for reasonable accommodation is reviewed on a case-by-case basis by the Duke University Office of Services for Students with Disabilities. Students and parents must understand that receiving accommodations in K-12 does not necessarily qualify a student for the same accommodations at the post-secondary level. For more information about disabilities policies at Duke, refer to the Office Services for Students with Disabilities website, http://www.access.duke.edu/students/index.php
**Instruction**

Instruction is designed to present challenging content, provide active learning, and promote higher-order thinking skills. The learning atmosphere can be characterized as one of support, inspiration, and challenge. Classes have low instructor to student ratios, usually about 1:8-12 depending upon the program.

**Residential Life**

**Housing**
Participants will live in one of two air conditioned residence halls on Duke’s East Campus, Randolph Residence Hall (3D Printing Camp, Action Science Camp, Creative Writers’ Workshop, Math Camp for Middle & High School, Biosciences and Engineering Camp for Middle & High School, Constructing Your College Experience, Summer BOOST, IMAGINE, Neurosciences Camp and W.R.I.T.E. for College) or Blackwell Residence Hall (Young Writers’ Camp). Most rooms in both residence halls are double occupancy.

**Roommate Requests**
In most cases, we are able to accommodate roommate requests; however, **both campers must request the other on the Participant Survey**. Requesting a specific roommate does not guarantee a room assignment with that person. Room, living group, and age constraints may prevent requests from being honored. Roommates must be from the same age group.

**Cards & Keys**
Participants will be issued a card key and a room key upon arrival. The card key will unlock the exterior residence hall doors. The room key will lock/unlock the room door. If either the card or the key is lost or misplaced, the participant should notify his/her counselor immediately so a replacement may be issued and the lost card key deactivated to ensure the safety of residents. Participants are responsible for the replacement cost of each lost or damaged card key ($15) or room key ($100).

**Meals**
For most programs breakfast, lunch, and dinner will be in the East Campus Marketplace. Participants may choose from a variety of vegetarian and meat entrees, vegetables, breads, sandwiches, salad bar, drinks, and desserts. Certain meals for some programs may be provided by local restaurants, West Campus dining services, or catered by outside vendors depending upon the day’s activities.

**In some of the camps, participants will be given a Flex card for their meals. The amount of money on the card is based on three meals per day. The cards cannot be used in vending machines or at the student store. Any fund remaining on the card will NOT be refunded.**
Quiet Hours
In most of the programs, participants will have some out-of-class assignments. During the session, a few hours will be designated as quiet hours when participants are expected to study and refrain from behavior that may be disruptive or distracting to others.

Curfew
Academically rigorous days and evenings full of fun and friendship require that students be well-rested. Instructors expect students to be energetic and enthusiastically engaged in their work. Sleep is essential for students and staff. Participants must be in the residence hall by the specified program time and in their own room with the door locked by room curfew. Leaving the residence hall after curfew and before 8:00 am without a staff member is strictly prohibited. Any violation of this rule will result in immediate dismissal from the program.

Electives, Special Activities & Free Time

Daily Activities
Participants may select from a number of elective activities in the afternoon, such as Community Service, Sports and Games, Arts and Crafts, etc. Evening sign-up activities may include movies, cultural events, and visits to other campus sites (e.g. Duke stores, Gardens, Chapel). Also, campers will have access to basketball courts, soccer fields, and tennis courts on East Campus. Additionally, each camp will have special events, such as a talent show or dance and a trip to a Durham Bulls baseball game.

Movies
Movies rated G and PG may be shown to all campers. PG-13 movies may be shown to participants meeting the age requirement.

Free Time / Signing Out
Older program participants (grades 9, 10, 11) are granted the privilege to sign-out during free times in groups of 3 or more and visit designated areas (9th St., other parts of campus). During these times, participants must remain in a group of 3. A residential staff member will be available in the designated area. To ensure that everyone returns safely after free time, each participant will be expected to check back in with the supervising residential counselor at the specified time.

Weekend Activities
Campers will have the opportunity to participate in a variety of weekend activities that are planned and coordinated by the residential team. The camp dance takes place on the first Friday of each session. Campers help counselors decorate and prepare for the much anticipated events. Saturday’s activities consist of a variety of counselor led activities throughout the day (visit West Campus, Gardens, Duke Store, mall, etc.). Campers get to participate in an evening of karaoke. Sunday activities usually include a trip to the Duke Chapel, movie theater, mall, etc., and then quiet time in the evening. Campers are supervised 24/7 by the residential team. Family members and friends are allowed to take campers off of campus if camper’s parents/guardian have included visitor’s name on the camper’s leave of absence form. (See page 9)
Services

Mail
Mail should be sent to participants in care of our administrative office in the Bishop’s House. Please be sure to include the name of the camp since several camps are concurrently in session.

Mailing Address:

Camper Name
Camp Name
Duke Youth Programs
201 Bishop's House, Campus Box 90700
Durham, NC 27708

Please be advised that mail delivery may take longer than expected because the mail must travel from the US Postal Service to the Duke Postal Service to the Duke Youth Programs office and then to the participant in the residence hall. Also, there is no Duke mail delivery on Saturdays.

We are happy to pass along cards, letters, and small packages (no larger than shoebox size). Please do not send cash. If you mail travelers’ checks or irreplaceable items, you should insure them with the post office. Any letters or packages received after the session will be returned to the sender.

Phone Calls
Several residence hall phones are available for participants to make calls. All outgoing calls must either be collect or calling/credit card calls. Since there is limited access to public phones in the residence halls, we request that calls be limited to five minutes in length.

Computers
All campers will have some limited computer access. Participants with internet email service will be able to access their account from campus; however, they may not be able to do so on a daily basis. Because participants will have access to the internet, they are strongly encouraged to use discretion in choosing to visit certain web sites. Please note that participants will have unrestricted internet access. We do not have the staff to monitor web usage.

Young Writers’ Camp, Creative Writers’ Workshop, IMAGINE, W.R.I.T.E. for College and Constructing Your College Experience participants are encouraged to bring a laptop; however, this is NOT a requirement. Campers who bring laptop computers should bring an appropriate security mechanism to secure the computer. Please note that neither the Program nor Duke University assumes responsibility for damaged or stolen computers or personal items.

Money
No additional money is needed, but many students like to purchase snacks or Duke souvenirs. For most students, $75 is sufficient for the duration of the program. Neither the Program nor Duke University assumes responsibility for money that is lost or stolen when it is in the student’s possession. Participants are advised to bring Travelers’ Checks rather than cash.
Money (cont.)
University and local stores will not accept participants’ personal checks, and Duke Youth Programs is unable to cash personal checks.

East Campus Union
The Duke Student Union on East Campus houses the dining hall, a small convenience store, a post office, and a bank machine. The store sells some Duke paraphernalia, clothing, and school supplies. Students will also have an opportunity to visit the main Student Union and bookstore on West Campus.

Laundry
Residence halls are equipped with washing machines and dryers. Students will need to bring quarters and detergent if they anticipate the need to do laundry. Washing machines cost approximately $2.00 per load.

Registration
Residential Camper Registration
All residential participants must check-in at the appropriate residence hall between 2:00pm and 5:00pm on the designated Sunday. Parents/guardians are encouraged to meet and talk with staff members during the registration time. Prior to dinner, students will meet with his/her living group and his/her living group counselor. After dinner, students will participate in a camp-wide orientation session. No Early Arrivals.

- Randolph Residence Hall - 3D Printing Camp, Action Science Camp, Biosciences and Engineering (Middle & High School), Constructing Your College Experience, Creative Writers’ Workshop, Math Camp (Middle & High School), Neurosciences Camp, Duke IMAGINE, and Duke W.R.I.T.E. for College.
- Blackwell Residence Hall – Young Writers’ Camp.

Extended Day Camper Registration
Extended day participants in Creative Writers’ Workshop, Duke IMAGINE, Duke W.R.I.T.E., Math for High School, & Constructing Your College Experience participants should check in between 4:00 and 5:00pm on the designated Sunday at the Blackwell Residence Hall in order to participate in orientation and evening activities. Young Writers’ Camp participants must check in between 4:00 and 5:00pm on the designated Sunday at the Randolph Residence Hall.

After registration Sunday, all Extended Day participants should be dropped off at the following locations:
Monday - Friday:
Creative Writers’ Workshop, IMAGINE, W.R.I.T.E., Math for High School, & Constructing Your College Experience - Randolph Residence Hall at 9:30am
Young Writers’ Camp - White Lecture Hall at 9:30am (before and after care available for a small fee)
Extended day campers should be picked-up from the appropriate residence hall by 9:00pm each evening.

Day Camper Registration
Day camper participants in Constructing Your College Experience and W.R.I.T.E. for College should check in between 4:00 and 5:00pm on the designated Sunday at the Blackwell Residence Hall in order to participate in orientation and evening activities.
Day Camper Registration (continued):

Below is the drop off and pick up schedule for Day Campers (first Monday of designated camp):
Action Science Camp - Gross Chem Parking Lot: 8:30 am drop-off / 3:30 pm pick-up
Biosciences & Engineering Camp (MS & HS): Science Drive Traffic Circle (West Campus):
  8:30 am drop-off / 3:45 pm pick-up
Neurosciences Camp - East Duke Building on East Campus
Constructing Your College Experience - Randolph Residence Hall: 9:30 am drop-off / 5:00 pm pick-up
Duke IMAGINE - East Duke Building: 9:45 am drop-off / 5:00 pm pick-up
Duke W.R.I.T.E. - East Duke Building: 9:00 am drop-off / 4:00 pm pick-up
Young Writers’ Camp - White Lecture Hall: 9:30 am drop-off / 4:30 pm pick-up
Math Camp for Middle School - Bishop's House
Math Camp for High School - Carr 101
3D Printing Camp—Carr 101

End of Camp

Residential Camper Check Out
All residential participants must check-out of the residence hall by 12:00 pm on the final Friday. Campers should make sure that keys and cards are returned to a counselor to avoid lost key/card charges.

Day / Extended Day Camper / Residential Last Day of Classes
The final day of classes for all camps, with the exception of Duke Computer Camp, will be on the final designated Thursday. Day / Extended Day campers do not have to show up on the last designated Friday of camp.

End of Camp Events
Some camps have special end of camp events. All program participants and their families are invited to attend these events.

Young Writers’ Camp Celebration – Last Thursday night of camp at 7:30pm in White Lecture Hall on East campus. Session 1 — June 26th; Session 2 — July 17th; Session 3 — July 31st.

Duke Bioscience and Engineering (MS & HS) Celebration - Celebration reception and dinner, Thursday, June 26, Thursday, July 17, and Thursday, July 31, at 5:00pm at the Fitzpatrick Center (Pratt School) Lecture Hall. Dinner tickets may be purchased by calling 919-684-6259. Adult Dinner Tickets are $20.00 each, Children’s Dinner Tickets (ages 5 and over) are $10.00 each.
Transportation & Shuttles

From/To the Raleigh/Durham Airport and Durham Amtrak Station
If you plan to use the Youth Programs shuttle service from the airport or the train station, please carefully record your travel information on the “Participant Survey.” If your travel plans change, please notify us immediately. For airline travelers, the cost of our shuttle transportation is $35 one-way and $70 roundtrip.

Airline and Train Arrivals
Arrivals should be scheduled on the designated Sunday between the hours of 1:00 pm and 4:00 pm.

Unaccompanied Minors
If your child is flying, it is necessary to check with the airlines whether or not your child will be considered an “unaccompanied minor.” Each airline has different age classifications. If your child is classified as an “unaccompanied minor” it is imperative that you give this information to the Duke Youth Programs Office at 919/684-2827 or email youth@duke.edu. Failure to provide our office with “unaccompanied minor” information will result in a fee of $30.

Airlines require the name, address and telephone number of the person(s) who will meet the student who is traveling as an unaccompanied minor. We cannot provide that information to you at this time. A staff member of the Youth Programs will contact you 2 or 3 days before the departure date to notify you of the name(s) of the staff members (wearing bright pink or lime green Duke Youth Program staff T-shirts) who will meet your child at the arrival gate. You then must give this information to the airline on which your child will be traveling. Please ensure that Duke Youth Programs has the correct contact information where you can be reached during those 2-3 days before the camp begins.

For Campers NOT Considered Unaccompanied Minors
If flying, staff members (who will be wearing staff apparel) will meet participants at baggage claim.

If arriving by train, staff members (who will be wearing staff apparel) will meet participants as they arrive.

If you are delayed – On arrival day, if you are delayed and will not arrive by the required time, please call the Youth Programs Office at (919)-684-2827 and leave a message. Messages will be checked regularly.

Departure
All departures should be scheduled between 8am and 12 noon.
“Unaccompanied minors” will have a staff member escort them to the departure gate.
Packing Lists

All Programs

- Sheets: extra-long twin set or two regular flat sheets, pillow, pillow cases
- A blanket or comforter (Both residence halls have air-condition and it can be cool at night.)
- Towels, wash cloths, and flip flops for the shower
- Casual clothing: light cotton is recommended (summer weather in Durham is hot and humid, usually 80-90 degrees with high humidity), comfortable walking shoes, umbrella and rain gear
- Bathing Suit (optional – We do not have access to a swimming pool but special activities may involve water.)
- Clothes hangers (if you want to hang clothes)
- Toiletries – be sure to include sunscreen
- Alarm clock
- Quarters and laundry detergent, if needed. Approximate cost per load is $2.00.
- Special sports equipment or games if desired (such as a tennis racket and tennis balls. The program furnishes some recreational equipment such as frisbees, nerf-balls, and other outdoor and indoor games and sports.)

Since Action Science campers spend half a day in the Duke Forest and are outside for other special events, they should also bring:

- Hat with brim
- Quick-drying shorts, long lightweight pants to wear over shorts, light long-sleeve cotton shirt, cool summer tops, bathing suit
- 2 pairs of shoes – one pair must be closed-in, tie-on, sneaker-type shoes that won’t pull off in wet, muddy conditions (please note: Tevas or other type sandals are not suitable as tie-on shoes); the second pair will be necessary when the first pair is wet
- Day pack
- Fragrance-free shampoo and other toiletries (please note: insects are attracted to floral and sweet scents)
- Sunscreen and insect repellent
- Sunglasses
- If allergic to bees stings, bee sting kit
- Camera (optional)
- Binoculars (optional)

Duke Young Writers’, IMAGINE, W.R.I.T.E. for College, Constructing Your College Experience and Creative Writers’ Workshop participants are encouraged to bring laptop computers to the program. Camper who bring laptop computers should bring an appropriate security mechanism to secure the computer. Please note that neither the Program nor Duke University assumes responsibility for damaged or stolen computers or personal items.
Cell Phone Policy
We acknowledge that parents and children value the ability to communicate by cell phone. However, cell phones should not be seen or used in the classroom or during any instructional or other organized activity.

Parents are responsible for setting clear guidelines for cell phone use with their child. Duke Youth Programs is not liable for irresponsible cell phone usage, such as large cell phone bills resulting from excessive calls or campers loaning his/her phone to other campers.

What to leave at home
Neither the Program nor Duke University assumes responsibility for broken, lost, or stolen personal items.
- Expensive sound, photographic, or video equipment
- Refrigerators and TVs are prohibited

Youth Programs provides
- Meals
- Writing paper
- Pens
- Program T-shirt
- Transportation from/to airport or train station ($35 one way; $70 roundtrip)
Where Summer Never Ends!!!

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