This Welcome Packet Contains:
- Welcome letter
- UNCW Campus Map
- What to Bring
- Parent Information
- Rules and Regulations
- Copy of the MarineQuest Student Code of Conduct
Dear Parent/Guardian:

Welcome to UNCW MarineQuest, the summer academic enrichment program that encourages your child to explore, discover and value our coastal marine habitats. We are excited to have the opportunity to provide your child with unique and exciting experiences!

This packet includes information that we hope will answer any questions you may have about your child’s MarineQuest summer enrichment program.

As a reminder, if you registered your child the week before a program begins, it is your responsibility to let MarineQuest know of any behavioral or medical conditions which require advance notice or preparations NO LATER than the Thursday prior to the program start.

To view a sample of the activities for your child’s program, visit our website [www.uncw.edu/marinequest](http://www.uncw.edu/marinequest) and click on the summer academic enrichment programs link. The highlights and activities listed on the website are to serve as a general description of the program. You will be given a final detailed agenda for the week your child attends his or her program at orientation.

If you have further questions about student activities or if you have a registration question, please call our office, (910) 962-2640 to speak with a dedicated customer service specialist or send an e-mail to marinequest@uncw.edu.

All of us at MarineQuest look forward to meeting your student for a unique and enriching summer!

Sincerely,

Erin Moran
MarineQuest Summer Coordinator
WHAT TO WEAR / BRING

What to Wear (make sure you arrive prepared and have had a nutritious breakfast).

Note: In order to begin our programs in a timely manner without schedule delays, we ask that all students arrive wearing their bathing suits, appropriate closed toed shoes and already have applied sunscreen for the first day (Monday) of their program. During the first day orientation parents will receive a detailed agenda highlighting what clothing should be worn for the remainder of the week.

- Weather appropriate clothing that can get wet and muddy
  - Do not wear clothes that cannot be permanently stained or accidentally damaged
  - Bathing suit(s)
    - Girls should wear modest swim suits plus a t-shirt for sun protection (Please note - if girl students wear bathing suits under their clothes they should be two-piece to facilitate quicker clothing changes and bathroom use).
    - Boys should wear swim trunks plus a t-shirt for sun protection
- A hat with a visor
- If you wear glasses, wear a neck-strap.
- Waterproof sunscreen (SPF 15+)
- Closed-toed field shoes
  - All terrain sandals, water shoes with socks or old tennis shoes with laces
  - Please note that although the “croc” style clog with ankle strap is very popular students have a difficult time keeping them on and it becomes a safety issue when we explore the marsh.

What to Bring Each Day (Make sure your child’s name is clearly marked on ALL of the items listed below)

- Nutritious bagged lunch and beverage in a flexible container (full day programs only)
  - No glass bottles, caffeinated beverages or chewing gum
  - If lunch is not in a water-proof lunch box, please put it in a zip lock plastic bag
- Nutritious bagged snack and a beverage (1/2 day and full day programs)
  - No glass bottles, caffeinated beverages or chewing gum
  - If snack is not in a water-proof lunch box, please put lunch in a plastic zip lock bag.

***Please try to avoid snacks that contain peanuts for the safety of any fellow student who has severe allergies.

- Backpack containing...
  - Water bottle (must have at least one and we will refill them during the day)
  - Waterproof sunscreen (SPF 15+)
  - Dry “beach” towel in water-proof bag that can get wet and muddy
  - Full change of clothes in a water-proof bag
  - Water-proof bags for wet or dirty clothes/towel
  - Extra pair of closed-toe shoes for lab/non-field related activities (this is a second pair in addition to the field shoes listed in “what to wear” above)
  - Rain gear – rain jacket, poncho, etc.
  - Sweatshirt or light jacket only if weather indicates or if your child gets cold easily
- Any necessary medicines must be clearly labeled with student’s name and instructions for administering and must be handed directly to the MarineQuest staff instructor at the start of the day. Medications will be placed in the appropriate medication box and carried throughout the day by the MarineQuest instructor. It is the parent’s responsibility to ask for the return of the medicines at the end of the day. At no time should students have possession of the medicines themselves (*exception: epi-pens and/or rescue inhalers may be held by students; parents must notify student’s instructor their child is in possession of these emergency items).
Optional Items
- Healthy snacks in sealed containers (*Please try to avoid snacks that contain peanuts for the safety of any fellow students who may have severe allergies*)
- Waterproof camera
- Waterproof watch
- Small hand-held fan
  - If your child complains of the heat you may want to provide them with a small travel size hand-held fan to be used while riding in the bus (please teach them how to use the fan properly and to avoid catching anyone’s hair in the blades)
- Rashguard top for water activities
- Bug spray
PARENT INFORMATION

Commuter Participant Check-in / Check-out Procedures
Upon arrival parents should walk their child(ren) to the check-in table where they will be directed to their camp or to the confirmation table should their forms be incomplete in any way. Each camp will be designated by a sign with their program name. Students are not allowed to ‘walk themselves to program’, as Parents/Guardians must sign their student in/out daily. Program instructors will check each student in during drop-off each morning, and they will be checked out at pick-up each day. If you are running late, please call the appropriate phone number (from phone list provided at orientation) so our program instructors can plan accordingly. To ensure program quality, we make every effort to begin programs on time each day. If you miss check-in it is your responsibility to coordinate with the program director to find out the exact location of your child’s group and deliver your child to that location. On the last day of the program, commuter students must be picked up from the presentation site as described below. NOTE: Do not enter Isaac Bear Early College High School using the drive in front of the building. Parking is only allowed in the large UNCW lot adjacent to the school. Please leave all pets at home, as they are not permitted at any MarineQuest location or activity (including check-in/out). Summer weather in Wilmington is too hot to safely leave pets in your vehicle during check-in/out.

In order to begin our programs in a timely manner without schedule delays, we ask that all students arrive wearing their bathing suits, appropriate closed toed shoes and already have applied sunscreen for the first day (Monday) of their program. During the first day orientation parents will receive a detailed agenda highlighting what clothing should be worn for the remainder of the week. NOTE: Unless prior arrangements have been made with staff, children must be picked-up on time at the end of the camp day. Any child who is not picked-up on time will be accompanied by their program instructor to the MarineQuest summer office located in the Isaac Bear facility. UNCW Youth Programs reserves the right to charge $15/hour for late pick-ups (minimum charge is for one hour regardless of tardiness).***

Parking Lot Rules – ‘No Wake Zone’
Be aware of children in the parking lot and drive very slowly obeying all MarineQuest signage. Since young children are involved, drive cautiously! On the first day of the program, our staff will ask students and parents to wait for orientation. For the rest of the week, drop your student off at the designated area on the enclosed campus map. NOTE: Do not enter Isaac Bear Early College High School using the drive in front of the building. Parking is only allowed in the lot adjacent to the school.

Last Day Presentations
Parents, family and friends are invited to the lab/classroom for an end-of-the-week presentation by each group of students. Students will be dismissed when the presentations are complete. Please consult your individual agenda (provided during your orientation) for presentation times and locations. Please follow all parking signage at your assigned presentation location. Please leave all pets at home, as they are not permitted at any MarineQuest location or activity (including check-out). Summer weather in Wilmington is too hot to safely leave pets in your vehicle during check-out.

Communication with Program Staff
Instructors will not have summer program phones in place until June. During the first day of programs a list of contact phone numbers will be given to you during orientation. In the interim, program questions you have can be answered by a MarineQuest staff member in our main office at (910) 962-2640. For face-to-face communications with staff please be patient as they are responsible for as many as 20 students every day and must maintain supervision of student safety. Please give them a chance to check-in or check-out their students and alert other staff to take over supervision before they enter into a prolonged conversation with you. NOTE: We expect any conversations that take place - by phone or in person - to be conducted in a civil manner by all parties involved.
**Accident/Incident Procedures**
Staff members are instructed to make note of any incidents or accidents during each day of program. Staff will make every effort to share these reports with parents by telephone at the time of the incident. Do not be alarmed if a staff member calls to speak with you about an ‘incident’ – we just want to make sure we have good lines of communication with parents. If necessary, we will follow up with you when you pick your child up at the end of the day.

**Emergency Weather Information** *(go to www.uncw.edu/ba/safety/emergency_management.html)*
In the event of severe weather such as a hurricane, students will be sent home with as much notice as possible. If the Program is cancelled prior to check-in a refund less a processing fee will be issued. If cancellation occurs after program has started, we will issue an appropriate refund (pro-rated) that takes into account the activities already completed.

***Please note under normal weather conditions we operate rain or shine. HOWEVER, some activities may be rescheduled or cancelled due to safety concerns.***

**Water**
Students **must** bring a water bottle to program. Students will be encouraged to refill the bottles during outdoor activities. It is very important that everyone drink plenty of water and communicate any feelings of physical discomfort to their counselors to prevent heat-related ailments. **Please note: If a camper refuses to hydrate when instructed to do so by a counselor, they may be excused from camp.**

**Travel/Camp Insurance**
We highly recommend that participants in MarineQuest programs purchase travel insurance to protect their investment. There are multiple different forms of travel/camp insurance. Many offer protection from the following:
- Program Cancellation/Interruption
- Medical Coverage
- Baggage/Personal Effects Loss

Please consult with your personal insurance advisor regarding what plan and option is best for you.

**UNCW Protection of Minors Policy**
UNCW is committed to the safety of minors during their participation with MarineQuest. As such the University employs effective measures to safeguard any young people visiting or involved in activities on our campus. The University’s obligation to these minor visitors (including your child) must ensure our programs address the elements necessary to prevent or reduce the opportunities that can lead to an incidence of abuse. For more information including reporting mechanisms; complaint forms and reporting information; listing of the contacts to whom reports/complaints may be made; process for anonymous reporting; best practice resources and information for programs involving minors; and Title IX and Clery Act compliance information please visit www.uncw.edu/marinequest/minorspolicy.html.

UNCW MarineQuest works exclusively with minors and as such many of its rules, policies, and regulations are designed to promote the protection of these participants. Participants (especially teens) are encouraged to remember that UNCW MarineQuest takes this Minors Protection Policy very seriously, and that enforcement of these rules and policies are designed to keep them safe while in MarineQuest’s care. **These policies are not designed to inhibit participant independence or treat them as immature,** they are simply for their safety and protection as well as the University’s. This includes protecting our program participants from one another; therefore MarineQuesters are expected to respect the privacy of their fellow MarineQuest participants.
RULES AND REGULATIONS

Transportation
Parents/guardians are responsible for providing or arranging student transportation to the UNCW campus to begin the Program, and from the UNCW campus at the end of the Program. Parents may arrange carpools if they wish to do so, without the Program’s involvement, but must provide in writing at least 48 hours prior to pick-up the name of the person who has permission to pick up their child. Students are not allowed to bring a car to camp.

No Youth Programs student will be allowed to go anywhere unsupervised/unchaperoned.

While in the Program (absent an emergency), students may not take public transportation or taxis unless they are accompanied by a chaperone. By enrolling students in the Program, parents expressly permit their student to travel in vehicles provided for that purpose.

Dress Code / Policy
In an attempt to create a safe, productive, and positive environment we require that all clothing be modest and appropriate for a young up-and-coming scientist. A camper’s appearance, mode of dress, or condition of personal hygiene will not be permitted to disrupt the MarineQuest experience or constitute a threat to the health or safety of the participant or others. All clothing items worn must be modest (including swimsuits and pajamas). In general we suggest that if you are not sure if a clothing item would be considered modest by the MarineQuest staff then you should leave it at home. If there is a question of whether or not an item shall be considered modest the final discretion is held by the MarineQuest director (This discretion is absolute and is not subject to appeal or challenge). The MarineQuest director may make reasonable accommodations to this Policy based on a student’s religious beliefs or medical condition(s). Therefore, the following rules shall be followed:

- Undergarments must be completely covered at all times;
- Net shirts, bare midriffs, or other revealing attire are not acceptable;
- Short dresses, short skirts, or short shorts will not be allowed;
- Pants or shorts must be worn at the waistline. No underwear shall be revealed;
- Swimsuits must be modest;
  - Ladies: tops and bottoms must be full coverage (tankinis are typically the only acceptable form of “two-piece” swimsuits; no bikinis, beach volleyball bottoms, etc). Board-shorts and/or rashguards are encouraged to be worn over swimsuits for ladies with trouble finding a swimsuit that keeps them modestly covered;
  - Gentlemen: swim trunks and/or board shorts please. No speedos or jammers.
- Sunglasses are not to be worn in the building except for medical and/or safety reasons;
- Close-toed shoes must be worn during all field-based activities (unless otherwise instructed by MarineQuest staff);
- No clothing or accessories with letters, initials, symbols, or wording that is obscene, offensive, inflammatory, or detrimental to the instructional process are allowed.

When, in the judgment of the MarineQuest director and/or MarineQuest staff, a participant’s appearance violates the intent of this Policy, the participant will be required to make necessary modifications. If they refuse, they risk dismissal from the activity or camp. Violations of the dress code policy will result in disciplinary action as outlined in the MarineQuest student code of conduct and/or MarineQuest Zero Tolerance Policy.
**Day Packing Policy**
Participants should keep in mind that many activities require that clothing will not stay clean. Although we do not try to get dirty, it happens. Therefore participants should only bring/wear clothes that can get dirty and/or ruined. Please use the “What to Bring/Wear” page of your welcome packet as a reference of what to bring to MarineQuest.

**Illness**
The UNCW MarineQuest program is **not** equipped with an infirmary that can treat sick or injured students during the Programs. If a student becomes ill while attending the program, a staff member will assist the student in notifying parents of his or her condition. If the parent/guardian/emergency contacts cannot be reached, the student will be allowed to stay in the commuter office with supervision. In the instance where a student must leave the MarineQuest program due to illness, he or she will be allowed to return when cleared by a medical professional, but no sooner than 24 hours from the time of their original dismissal.

In the event of an emergency when parents/legal guardians/emergency contacts cannot be reached (and if deemed necessary by the Program Director) MarineQuest will transport ill students to Medac Health Services where they can be seen by a medical professional. However, **all** expenses for medical care are the responsibility of the student and/or their parents or legal guardians.

**Injuries**
Any injury must be reported immediately by the student to a coordinator, instructor, or staff member so that they may take appropriate action, contact parents, obtain necessary medical care, and grant a student’s release from classes or activities if necessary. If a medical professional determines that a student must be held out of an activity, the student shall follow that directive. In the event of an injury, staff will assist students in notifying parents. Assistance in obtaining any needed emergency health services will be provided to students if parents (or their designated emergency contacts) cannot be reached. However, **all** expenses for medical care are the responsibility of the student. **Students must comply with the medical advice given by the medical professional.** Failure to do so may result in their dismissal from the Program.

**Due to the fact that MarineQuest plans, schedules, and commits to paying for food, housing, transportation, and recreational activities before the program begins, we cannot provide refunds for students who are dismissed during the program due to illness or injury.**

**Attendance**
Persons unwilling or unable (due to preexisting injury or chronic illness) to fully commit themselves to daily participation, or who are unwilling to conform to reasonable and accepted standards of discipline are advised not to enroll in the Program. Students (especially teens) who object to regulations that they find to be restrictive and not age appropriate (in their opinion) are also encouraged not to enroll in our programs.
**Cell Phone Policy**
Students may not use cell phones during the program day or other organized activities. Cell phones may not be used to take photographs or videos at any time during the program. Violation(s) of the MarineQuest Cell Phone Policy may result in the confiscation of the phone and/or student risks dismissal from program without refund.

**Other Electronic Devices**
MarineQuest cannot be held responsible for theft, damage, or destruction of personal property; therefore with the exception of cameras, MarineQuest strongly discourages participants from bringing electronic devices. Some devices are strictly prohibited which include: tablets, laptops, iPads, and DVD players. Campers found watching inappropriate programs on any devices risk dismissal from camp. This includes sharing any movies with a rating higher than PG with younger campers.

**Property**
All personal items brought to the Program are brought at the students’ risk. MarineQuest cannot be held responsible for loss, damage, and/or destruction items brought to the Program by any participant. Students are expected to use good judgment, respect, and consideration for others and their property while participating in the Program. Students are expected to use all equipment (including that belonging to support vendors) in the proper manner it is intended for, following their instructor’s directions. Littering, vandalism, graffiti or misuse of grounds or property are grounds for summary dismissal from the Program. Monetary assessments for damages may be made to an individual, or to individuals or to the group.

Tampering with fire equipment or causing damage to university property may result in summary dismissal. UNCW will determine, to the extent of possible, any damage by performing an inspection of the buildings, facilities and properties at the conclusion of the Program. Any damages determined to have been occasioned by the student’s use will be charged to the student and/or their parents or guardians, who must pay the charge within thirty (30) days.

**Photography Policy**
MarineQuest does not have a full-time photographer on staff; therefore we cannot guarantee that your child’s participation in camp will be photographed. As such, participants who would like to have pictures of their child at camp are encouraged to bring their own single use waterproof camera. However, use of a camera by a camper will not be allowed to delay or otherwise interfere with the camp progress/schedule. Saltwater and electronics do not go well together therefore we discourage the use of electronic digital cameras; however they are permitted at the Program but at the user’s own risk. Please note some water “proof” cameras have depth maximums therefore be careful to choose one that best fits your program needs. Cell phones may not be used to take photographs or videos at any time during the Program. All personal items (including cameras) brought to the Program are brought at the students’ risk. MarineQuest cannot be held responsible for loss, damage, and/or destruction of items brought to the Program by any participant. Students/Parents/Guardians are reminded that not all campers have signed media releases, therefore if a participant innocently takes a photo of another camper and then places it on their social media site, they could risk legal action by that camper’s parents/legal guardians.
**Dismissal / Zero Tolerance Policy**

To ensure the safety of all participants of the Program, UNCW reserves the right to discipline, up to and including dismissal of any student whose attitude, class attendance, work habits, relations with fellow students, faculty, staff, or general conduct is judged by the UNCW staff to be unsatisfactory or unacceptable. *This discretion is absolute and is not subject to appeal or challenge.* Under the MarineQuest “Zero Tolerance” policy, the Program reserves the right to summarily dismiss and expel any student for the following violations:

- any violation of rules, regulations or policies governing the Program.
- any violation of local, state or federal laws.
- any harassing, threatening or intimidating behavior.
- any physical, verbal or substance abuse
- any behavior that causes emotional/psychological abuse
- any possession of firearms or other weapons.
- any use, possession, or sale of tobacco, drugs, inappropriate visual materials, or alcohol while attending the Program.
- any conduct judged by the directors and staff of the Program or UNCW to be inappropriate, immature/attention seeking/harmful to oneself or others, dishonest, disruptive, disrespectful or otherwise unacceptable.

All violations covered by North Carolina law, including but not limited to certain infractions involving alcohol, tobacco and illegal drugs, hazing and sexual assault may be reported to local law authorities.

The following activities are of particular concern: Program participants involved in such activities will be subject to summary dismissal from the Program and removal from the residence halls:

a. Actions which are directly detrimental to the physical safety or health of other guests;

b. Use or possession of fireworks, explosives, flammable materials, firearms, weapons or other objects which are potentially harmful to the physical welfare of other participants;

c. Removing, damaging, or in any way tampering with fire safety equipment or triggering false fire alarms;

d. Misusing or vandalizing elevators, elevator equipment or elevator locks;

e. Deliberate or malicious vandalism or theft of university furnishings and/or equipment; and

f. Throwing objects out of/at windows or off balconies.

The following infractions will result in disciplinary action and may result in dismissal from the Program: violation of policies on visitation, dating, or visitors; use of a vehicle in violation of rules; riding with an unauthorized driver; threatening or otherwise disruptive behavior; misuse of facilities, unethical use of the Internet or equipment; cutting classes, non-participation in activities.

Students may be disciplined or dismissed for any single violation or for repeated violations of any nature.

UNCW requires that the parents or legal guardians of any discharged student or any student who voluntarily decides to leave the Program to arrange for the student’s return home within 24 hours of the dismissal and that the parents or guardians bear full financial responsibility for the discharged student’s transportation from UNCW campus and/or Wilmington. It is the university’s practice to summon police authorities to manage situations involving illegal activity on or off UNCW premises by any individual. *All fees and payments paid on behalf of any discharged student or student who decides to voluntarily leave will not be refunded.*
UNCW MARINEQUEST STUDENT CODE OF CONDUCT

To ensure that everyone has a positive experience while participating in a camp or program located at facilities of the University of North Carolina Wilmington (“UNCW”), students attending the Program are expected to behave in a disciplined, responsible and respectful manner when on or off the UNCW campus. Failure to follow these rules and regulations will subject the students to immediate disciplinary action as described more fully below.

As a condition of the student’s participation, both parents/guardians and students must agree that neither UNCW nor the instructors, staff members, resident assistants and desk staff are guarantors of the safety of the students, particularly for the students’ unsupervised time and instances where the students fail to follow applicable rules and regulations.

Students will:
- respect Program staff requests and follow all of their directions with a positive attitude;
- respect all safety guidelines required by Program staff including prescribed locations and boundaries;
- respect all curfew, wake-up and lights-out policies (residential students);
- respect all program changes made based on weather or safety related considerations
- wear appropriate clothing and closed-toes shoes during all field activities;
- respect the differences in other people, make an effort to include everyone;
- pick-up after themselves (at all locations) and throw all trash away;
- respect other people’s personal property and privacy;
- treat all animals (invertebrate and vertebrate) and their environments with respect;
- respect all UNCW property including equipment, boats, buildings and the campus;
- be respectful of UNCW students and staff when in university buildings;
- let their Program counselor know if they are not having a good time;
- immediately bring disagreements to the attention of Program staff;
- behave in an age-appropriate manner.
- dress in a manner consistent with the MarineQuest dress code

Students will not:
- fight, tease or bully other students using any part of their body, gestures or words;
- behave in a manner that may hurt another student or staff member’s feelings;
- put themselves, other students or Program staff at risk
- go anywhere without the permission and accompaniment of counselors;
- go into water above knee-level unless given permission while in a lifeguard’s presence
- use derogatory terms or offensive language at any time;
- bring inappropriate items to program (weapons, drugs, cigarettes, R-rated materials, binoculars, etc.)
- enter the sleeping quarters or shower areas of the opposite sex (residential students)
- alter, damage, destroy, and/or deface the MarineQuest brand and/or logo (including, but not limited to, tee-shirts, posters, and signs)
- open windows or prop open locked doors in any buildings but particularly in the dormitory;
- bring any type of electronic equipment that is prohibited, which include: tablets, laptops, iPads, and DVD players. More details can be found in the Welcome Packet once you are accepted;
- use cell phones for any purpose that in any way violates the cell phone policy terms and conditions. Students may not use cell phones during the program day or other organized activities, they may not be used as cameras. More detail can be found in Welcome Packet once you are accepted.

Parents will:
- provide all necessary camper information (related to differences in behavioral, physical, learning abilities) to ensure that their child has a safe and positive program experience and informs the MarineQuest staff of the best way to interact with/manage their child;
- review the Student Code of Conduct with their child prior to arrival at the Program.

Parents will not:
- interact with Program staff in a threatening/abusive manner at any time (in person or on the phone) or their child will be dismissed from the Program without tuition/fee refund.
- interact with campers or their parents in a threatening/abusive manner at any time (in person or on the phone) or their child will be dismissed from the Program without tuition/fee refund.

I understand and acknowledge that if I chose not to follow the Student Code of Conduct that on my:
First offense - I will be given a verbal warning explaining the expected behavior;
Second offense - I will be removed from the activity and my parent(s) will be called to discuss my behavior.
Third offense - my parent(s) will be called notifying them of my dismissal from program.

Furthermore, I understand that MarineQuest has a zero tolerance policy for some actions. In these cases students will be immediately dismissed and will not receive a program refund.