



# SUMMER PROGRAMS

**LEARN. EXPLORE. ENJOY.**

**General Guidelines  
for Summer Programs  
(Participants)**

# Hendrix College Summer Programs

## Mission

The Hendrix College Office of Summer Programs fosters the exploration of individual passions and interests, encourages learning for the sake of learning, and supports academic, professional, and personal growth through unique and creative experiences. Experiences are designed to promote self-discovery; academic, career, or social enrichment; exposure to new ideas or perspectives; advancement of skills or knowledge; and lifelong learning.

## Goals:

1. To support the mission of Hendrix College
2. To provide summer enrichment opportunities

## Hendrix Summer Programs Office

Phone: 501-450-1279

Email: [summerprograms@hendrix.edu](mailto:summerprograms@hendrix.edu)

Web: [www.hendrix.edu/summerprograms](http://www.hendrix.edu/summerprograms)

## Emergency Information

Hendrix College Public Safety - 501-450-7711 (this line is monitored 24 hours a day and should be called in emergency situations only)

- Please see [Emergency Response and Evacuation Procedures](#)
- Program-specific emergency and evacuation information will be shared with participants

## **General Policies & Procedures**

The policies and procedures contained below are meant to provide a source of information for Summer Programs participants and parents but do not cover all possible situations. All Summer Programs participants and parents must also adhere to the policies outlined in the [Hendrix College Student Handbook](#).

### **Arrival**

All participants are expected to arrive and be ready to begin at the designated program start time.

### **Bullying**

Bullying, cyberbullying, hazing, taunting, teasing, name calling, and all forms of demeaning behavior will not be tolerated.

### **Campus Security**

Community members and guests are encouraged to report crimes and public safety related incidents to Public Safety in a timely manner. To report a crime or emergency, call 450-7711. If there is a medical emergency that requires immediate attention, dial 911 and then Public Safety. Public Safety is available 24 hours a day to respond to calls. These individuals can receive your verbal report of the incident and deal with the immediate situation.

### **Campus Use**

Participants are not allowed in buildings or spaces that are not accessible to the public for non-program related purposes.

### **Cancellations, Refunds, and Non-Attendance**

Cancellation requests must be submitted in writing to the Summer Programs Office at [summerprograms@hendrix.edu](mailto:summerprograms@hendrix.edu) to be considered. A full refund of eligible fees will only be issued if the cancellation request is received at least 14 days prior to the first day of the program. After this deadline, no refunds will be issued unless the program is cancelled due to insufficient enrollment. Cancellations due to insufficient enrollment are eligible for a full refund. Non-attendance is not considered as a cancellation request or official withdrawal from the program.

### **Cell Phones**

The use of cellular phones during classes or activities is prohibited unless otherwise notified.

### **College Property**

Damage to college property will be replaced or repaired at the participant's expense.

### **Computer Usage**

If participants require use of a computer for a class or activity, then computers with internet access will be provided in a campus computer lab. Hendrix computers may only be used as directed by instructors or staff.

**Conduct**

Participants must always abide by all rules and guidelines presented by instructors and staff during the program.

**Payment**

If applicable, payment is required before a participant can participate in a program. In some cases, a deposit or payment plan may be arranged, but all fees must be collected prior to the start of a program. Other fees and charges may be assessed during or after the program at the discretion of the Summer Programs office including late pick-up fees, fines for replacement of lost items, and damage to College property.

**Personal Items**

Participants are responsible for their personal items at all times. Secure storage will not be provided. The College and the program are not responsible for lost or stolen items.

**Prohibited Items**

The possession of firearms, explosives, fire crackers, toxic chemicals, gas grills, bottle rockets, smoke bombs, and related paraphernalia is strictly prohibited. Flammable materials such as candles, fireworks, smoke and/or fog machines are prohibited as well.

**Tobacco/Vaping/Alcoholic Beverages/Illegal Drugs**

Tobacco products and vaping devices are prohibited from use on the Hendrix College campus including parking lots, grounds adjacent to buildings, and athletic fields. Possession or use of alcoholic beverages, tobacco products, vaping devices, or illegal drugs will result in immediate dismissal from campus.

## **Policies for Minors (ages 17 and younger)**

### **Statement of Understanding**

Each Hendrix Summer Program participant's legal parent/guardian is required to submit a [Statement of Understanding](#) that details Hendrix Summer Programs' rules and standards of conduct for both residential and day program participants. The letter must be signed by the participant's legal parent/guardian and submitted prior to the start of the program.

### **Attendance**

Attendance at all classes and organized program activities is required. If a participant must miss class time or an activity, the Program Director or Summer Programs Office must be notified prior to the absence.

### **Dismissal**

I understand that if a participant is dismissed from the program due to misconduct or is deemed a danger to himself, herself, or others, then the participant will be immediately removed from the program. The participant's parent or legal guardian will be contacted to pick up or arrange transportation as soon as possible. No refund of tuition or any other program charges will be issued when a participant is dismissed.

### **Mandated Reporting**

In accordance with Arkansas Child Maltreatment Act, any instructors or staff that are responsible for the supervision of minors are required by law to report child maltreatment. Child maltreatment refers to any abuse, sexual abuse, neglect, sexual exploitation, or abandonment of a person under the age of 18. If any instructors or staff member has reasonable cause to suspect that a child has been subject to maltreatment or observes a child being subject to conditions or circumstances that would reasonably result in maltreatment, then a report must be made immediately to the Child Abuse Hotline (1-800-482-5964). Please be aware that any references to child maltreatment in class discussions, assignments, or conversations are subject to mandated reporting under the law.

## ***for Day Program participants***

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### **Arrival/Drop Off**

*For participants ages 12 and younger*

Parents of participants 12 years and younger should accompany their children to the designated program location or room on the first day of the program to check in their children, meet with instructors, learn about the pick-up procedure, and ask questions. On subsequent days, participants may check themselves in at the designated program location or room. Roll will be taken at the start of each day to record attendance and ensure a proper count of participants. Any participants who are absent without prior notice will be contacted or their parents will be contacted to ensure safety and security.

### **Departure/Pick Up**

*For participants ages 12 and younger*

A parent, guardian, or an authorized party must sign participants, 12 years and under, out each day of the program. No participants may leave campus without a parent, guardian, or authorized party signing them out. Staff will request to see a valid, state-issued ID the first time an individual picks up a participant, and staff may request to see identification again, if needed, at subsequent pickup times. **Parents, guardians, or their authorized party must pick up participants within 15 minutes of a program ending.** For pick up by an individual other than the parent or guardian, the person must be designated on the registration form as an authorized person or the Summer Programs Office must receive written permission from a parent or guardian prior to the participant being picked up. For any child remaining 15 minutes past that time, the parent or guardian will be contacted. The child will remain under the supervision of staff until a parent, guardian, or authorized party arrives. The parent or guardian may be assessed a fee of \$5.00 for every 5 minutes that the child remains under late supervision of staff. If assessed, this fee must be paid by the time the child arrives for the next day of the program. If there are extenuating circumstances, the parent or guardian should call the Summer Programs Office at 501-450-1279 to discuss pickup arrangements.

*For participants ages 13 and older*

Participants ages 13 and older are not required to be signed out by a parent or an authorized party each day. They may sign themselves out of class and either be picked up or drive themselves from campus. All participants must depart campus within 15 minutes of a program ending. **Hendrix College is not responsible for the care or supervision of participants once a program has ended for the day. Parents are responsible for knowing the daily end time of a program and making proper arrangements for departure of their children from campus.**

**Emergencies**

If a participant is in need of medical assistance, the parent or legal guardian will be contacted to assess the proper procedure and circumstance of the individual participant. If necessary, the participant will be transported by a Hendrix Summer Programs staff member to the nearest emergency room. Conway Regional Medical Center (501-329-3831) is the nearest hospital and is located at 2302 College Avenue, Conway, AR 72034.

If a participant is transported to the hospital, then a parent, legal guardian, or an appropriate representative of the family should meet the participant at the hospital as soon as possible following notification to assume responsibility of the participant's care from the Summer Programs staff person. For life-threatening emergencies, participants or Summer Programs staff will call 911.

Participants assume responsibility for all expenses related to medical care.

**Illness**

All sick participants should remain at home and notify the Program Director of their absence, or, if on campus, they will be sent home. Parents will be contacted to notify them that their child is ill, and they should make arrangements to pick up the child as soon as possible.

## *for Overnight program participants*

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### **Campus Boundaries**

In order to ensure safety and security, Hendrix Summer Program participants will have access to limited portions of campus. Specific maps and/or instructions will be provided by program personnel. However, in general, participants are permitted:

- to access buildings in which they have a program-related class or activity.

In general, participants are NOT permitted:

- to access classrooms, areas of buildings, or buildings that are not being used for program-related classes or activities.
- to leave campus during the specified program hours except as according to the Leave Policy

### **Medical Assistance**

Medical personnel are not available at the location of the program. If a participant is in need of medical assistance, the parent or legal guardian will be contacted to assess the proper procedure and circumstance of the individual participant. If necessary, the participant will be transported by a Hendrix Summer Programs staff member to the nearest appropriate medical facility.

- Hendrix Medical Clinic (501-852-1366) is the nearest primary care clinic and is located in the Hendrix Village at 1700 Altus St., Suite 110, Conway, AR 72032.
- Conway Regional Medical Center (501-329-3831) is the nearest hospital with an emergency room and is located at 2302 College Avenue, Conway, AR 72034.

If a participant is transported to the hospital, then a parent, legal guardian, or an appropriate representative of the family should meet the participant at the hospital as soon as possible following notification to assume responsibility of the participant's care from the Summer Programs staff person. For life-threatening emergencies, participants or Summer Programs staff should call 911.

Participants assume responsibility for all expenses related to medical care.

For minor and routine illnesses, Summer Programs staff will communicate with the participant and a parent/legal guardian to determine appropriate action. Parents/legal guardians are encouraged to check the student out from campus and provide care at home.

### **Check-In, Check-Out, and Absences**

Check-in and move-in information will be provided before arrival. Participants are required to arrive to campus during the specified check-in and move-in times. Alternate times will not be provided. A parent or legal guardian is not required to be present to check-in a participant to campus. However, a parent, legal guardian, or authorized person is always required to check a student out from campus. Authorized persons can be designated on the participant's registration form or added via written permission from the legal parent/guardian. Email/Fax requests must include a scanned driver's license of the parent or guardian.

Participants and their families should plan for the participant to stay on campus for the duration of the program. Participants are required to attend all program classes and activities while on campus. Residential participants are not allowed to have a personal vehicle on campus or to operate a motor vehicle while attending the program. Residential participants will be required to check-in at their assigned residence hall every night at a time specified by the program.

### **Leave Policy**

Temporary leaves may be requested by a parent or guardian by submitting a request in writing at least 72 hours in advance of a participant's departure. The Summer Programs office must approve the request before a participant will be allowed to leave campus.

### **Visitors**

If available, visiting hours will be designated by the Program Director. Visitors outside of specified visiting hours is highly discouraged due to disruption. Parents, relatives, and friends may visit for special events such as performances, student presentations, or exhibitions when invited by the program instructor. The program instructor will inform students if visitors are allowed at an event. Visitors may not participate in any program-related activities. Visitors whose conduct is deemed harmful or offensive to others may be asked to leave campus.

### **Voluntary Withdrawal**

Participants who voluntarily withdraw from the program may do so by notifying any Hendrix Summer Programs staff. A meeting with Summer Programs staff may be arranged to collect information about the participant's withdrawal and see if anything can be done to encourage the participant to remain in the program.

For participants who choose to withdraw, the participant's parent or legal guardian will be contacted to pick up or arrange transportation as soon as possible. Residential participant will be required to vacate the residence hall. No refund of tuition or any other program charges will be issued when a participant chooses to withdraw.

### **Dress Code**

In general, participants should always dress and groom in a manner that:

- is respectful to themselves and others.
- is not disruptive or distracting to the educational process.
- does not pose a threat to the safety and health of self or others.

### **Honor**

Stealing, lying, or cheating under any circumstances will result in immediate dismissal. Failure to inform Summer Programs staff about others' rule violations, or to cooperate with Summer Programs staff investigating suspected rule violations, will result in immediate dismissal.

### **College Property**

Damage to college property will be replaced or repaired at the participant's expense. Window screens must not be removed. Nothing should be tacked or glued to walls or windows.



Participants may not post notes, announcements, or pictures in private or public spaces without permission from the Program Director. **Furniture in residence rooms must not be moved or altered in any way.**

### **Missing Persons**

If a participant is missing from a program and he or she has not been reported absent to the Summer Programs office, then the following procedure will be followed.

1. If during class time, the participant's class will be checked to ensure proper absence reporting.
2. If the participant is living on campus, the participant's room will be checked.
3. If the participant is not found, Summer Programs staff will notify Hendrix Public Safety.
4. The parent, legal guardian, or listed emergency contact of the participant will be contacted and notified.
5. Public Safety and Summer Programs staff will search all campus locations and the surrounding area of campus.
6. Public Safety may access ID card access logs if available to determine the participant's movements.
7. Public Safety and Summer Programs administrative staff will alert local law enforcement authorities to report the missing student.