

# FAMILY GUIDE

## SUMMER YOUTH PROGRAMS

## UNIVERSITY OF NEW HAMPSHIRE

From academic enrichment programs including STEM and the arts to athletics and recreation, UNH's summer youth programs enable students ages 6-18 to explore their interests and talents. Participants develop new skills, grow as individuals, and interact with a diverse peer group. All of our programs offer individualized and supportive instruction in a safe and stimulating environment with top-notch facilities and staff.



There are dozens of enrichment opportunities available at UNH. See all of our summer programs at: [learnforlife.unh.edu](http://learnforlife.unh.edu). You can also enroll in most programs through this site or find the links to do so.

We hope that students of all ages will take advantage of the opportunity to experience New Hampshire's flagship university through our fun and engaging summer programs.

This guide provides lots of general information related to common practices, procedures and helpful tips related to most of our summer youth programs. Specific program procedures or requirements may vary. Program staff will communicate with enrolled students and families to provide more specific information before the program begins.

## REGISTRATION

Please visit [learnforlife.unh.edu](http://learnforlife.unh.edu) to register for a summer program, as well as to find information specific to each camp. You can also view our programs separated by [Grade Level](#).

Before enrolling, we encourage you to review the following documents:

- [Registration/Enrollment Tips](#)
- [Youth Program Payment & Refund Procedures](#) (new in 2017)

### Scholarships

Some camps offer scholarship opportunities which will be indicated within each program description. They are administered by the program director, so please consult with the appropriate contact for further information. For 2017, the following programs have some scholarship funding:

- Tech Camps, Project SMART, Plant Camp

## Wait Lists

Some programs maintain a waiting list after reaching initial capacity. Each program follows its own timelines and procedures for moving students off the wait list. Wait List movement typically occurs as other students drop from attending. If you are planning to drop from a program, please do so as soon as you are aware to allow the opportunity for another student.

## Forms and Waivers

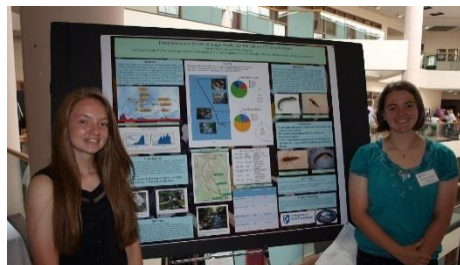
This list includes important forms you may need to fill out before the start of the camp session. Information on deadlines and where to send the forms are included in each:

- Accommodations Request
- Authorization to Administer Medication
- Epi-pen/Inhaler Permission (Athletics and all others)
- Transportation Permission (for students driving/walking/biking themselves)
- Sunscreen/Bug Spray Permission & Guidelines

**You can access and download all forms from our website: [Forms and Waivers](#)**

For most programs, the following parent/guardian waivers were also reviewed and consented to during the online registration process:

- UNH Assumption of Risk
- Permission to Treat
- Code of Conduct
- Photo/Creative Works Release



## Student Skills, Needs & Accommodations

UNH seeks to create a welcoming and inclusive youth program experience for all participants. Reasonable accommodation (consistent with the requirements of the Americans with Disabilities Act as amended, Section 504 and applicable state law), may be requested to support participation of individuals with disabilities in youth programs.

If an accommodation is needed for any reason, please submit the *Accommodations Request Form*. Accommodation request determinations are made on a case by case basis.

Accommodation requests should be made at the time of registration, or as soon as possible thereafter to allow sufficient time for consideration and implementation.

### *Students with Learning, Behavioral, Physical and Medical Needs*

Open communication between UNH and families is important to meet student needs. If the student has a learning, physical, dietary, behavioral, mental health, or medical need that requires accommodation, awareness, or support, please provide that information within the online registration questions. Also feel free to contact the program manager, or Cathy Leach in the summer youth program office.

Communicating with us early will result in the student's maximum success in the youth program and will allow for sufficient time for UNH staff to follow up with families, if needed. Subsequent follow up may include learning more about the student's needs within the context of a program's structure and expectations academically and socially.

### *Essential Skills*

The “Essential Skills” document on our website provides a general understanding of the level of student independence that is expected for attending a youth program. The document is intended to align expectations of both the youth program and the family with reality as much as possible to better predict a seamless transition and successful experience.

The document is not intended to discourage any student from attending a youth program. As mentioned above, accommodation requests are welcome and reviewed. Also, if after reading the document a parent/guardian has concerns or questions, feel free to contact the program manager to facilitate a discussion before the program begins.

Some programs may have additional essential skill expectations based on specific activities, structure, and/or environment within that program.

## STUDENT SAFETY

The University of New Hampshire is committed to providing a safe and comfortable learning environment for minors who participate in University programs and activities. In 2014, the University adopted a Policy and accompanying Procedures for the Protection of Minors. The policy and procedures seek to protect program participants who are minors (under the age of 18) and to provide guidance to University faculty, staff, and students who provide programming to minors.

The key aspects of the policy and procedures are the following:

- Requirements for staff/volunteers interacting with minors to undergo a criminal background check per NH State Law
- Recognizing signs of and reporting protocols for suspected abuse or neglect of a child
- Hiring procedures for staff working with minors
- Requirements for varying levels of staff training regarding working safely with minors
- Requirements for non-UNH groups serving minors that use UNH facilities

### **Emergency/Safety Procedures**

- **UNH Police and Fire** - In an emergency, staff will call 911. UNH Police and Fire Departments are located on campus and response time is extremely fast. The UNH Office of Emergency Management provides protocols for emergency response and management.

- **McGregor EMS Ambulance** - Provides emergency healthcare response 24/7, and is also located on campus. There are numerous hospitals and urgent care facilities within 5-10 miles from Durham.
- **Fire Drills** - For overnight programs on campus, a fire drill is conducted at the residence hall during the first day/evening. Please contact the camp director with any concerns.
- **Lab Safety** - For programs that utilize certain campus science labs, students will participate in lab safety training. In addition, parental consent may be required.
- **UNH Alert System** - Our staff are linked into the UNH Alert System to receive emergency information, including inclement weather such as severe thunderstorms or heat advisories. Parents/Guardians may also sign up for the [UNH Alert System](#).

### Supervision & Safety in Public Areas

The safety and privacy of campers in public areas such as locker rooms, bathrooms, or on field trips is a top priority. Our programs utilize a 'buddy system' in which at least two participants and/or staff travel with students when leaving the primary area.

In more public spaces such as our pool locker rooms, program staff are located in the locker room with program participants at all times for added supervision and safety.

It is important that students understand and follow the safety requirements of UNH and each program. These guidelines are reviewed with participants at the start of the program.

### UNH Code of Conduct

In order to provide a meaningful and enjoyable experience for all youth participants, the summer youth programs have behavior and other expectations as outlined in our [Code of Conduct](#).

For most programs, students and parent/guardians are expected to review, understand, and agree to the items outline in the Code of Conduct during the online registration process. Individual programs may have additional expectations.

Please note that if conduct guidelines are not followed, or additional concerns arise, UNH and youth program staff will determine if any action needs to be taken. Any action will be determined on a case by case basis, and could result in dismissal from the program without a refund, by discretion of the program manager and/or University administrators.



## HEALTH/MEDICATION INFORMATION

The health and safety of all youth participating in a UNH summer program is very important, and we strive to maintain a healthy atmosphere as well as provide care in the case of illness, injury, or emergency.

The registration process includes questions regarding the student's medical, behavioral, and mental health; medication use, allergies, etc. It is important that these be answered fully in order for UNH to provide the best possible care and experience to the student.

Although we ask about health needs and concerns during the registration process, we also strongly encourage students/families to contact the youth program nurse at least two weeks prior to the session start date for specific health arrangements as needed. This is especially important if information has changed from the date of enrollment. If information has changed between the time of registration and the program start date, please contact the camp nurse or the camp director.

### **UNH Health Services/Youth Program Nurse**

Services provided will be triage, non-emergency, non-life threatening treatments; and assessment of illness and injury with follow up care planning as necessary. Health services/nurse hours are:

- Monday – Friday 8:30 am – 6:00 pm

More health care information, including the nurse contact information, will be available on the website in late May.

### **Emergency/After Hours Care**

Staff are instructed on protocols to follow in the case of illness and injury after hours.

UNH Police, Fire, and MacGregor Ambulance Corps are available 24 hours a day for emergencies. These departments are on-campus and can reach on-campus sites within minutes. There are hospitals and urgent care centers located within 5-10 miles from campus.

### **Mental Health/Behavioral Care**

Summer youth program staff have access to the UNH Counseling Center for assistance with working with students and families who may need support for behavioral and/or mental health concerns. The counseling center staff member may communicate (as needed) with families before the program start in order to develop appropriate plans for maximum student success. The Counseling Center will also be available for youth program staff assistance should behavioral or mental health emergency situations occur during the program.

It is important that students and families provide any pertinent information well before the session start date.

Please note that in some situations, UNH staff/administrators may determine that a student should not return to the program. Or, if a student may return, an 'expectations/safety plan' may be established and agreed to by all appropriate parties.

### **Permission to Treat**

UNH staff will make every effort to reach a parent/guardian in the event of a medical/mental health concern. In most cases, parental permission will be obtained before providing treatment. For most of our programs, a parent/guardian will agree to the Permission to Treat waiver online at the time of enrollment.

### **Administering Medication**

Documentation is required before attendance for a student bringing medication to campus. Prescription medications must be brought to a designated program staff member at check in along with an *Authorization to Administer Medication Form*. Detailed instructions are on the authorization form.

The camp nurse will determine whether medications can be kept with the student, or will need to be held and administered by a staff member.

### **Epi-pen/Inhaler Usage**

Per NH State Law, additional information is necessary in order to permit your child to possess and use an Epi-Pen or Inhaler, including a health provider signature. The signed form should be received two weeks prior to the camp start date: Athletics and Other programs forms can be downloaded from the [Forms and Waivers](#) page.

### **Allergies**

Questions relating to allergies are asked during the registration process for program manager awareness.

For information on dietary concerns **in the dining hall**, visit:

<https://www.unh.edu/dining/nutrition>.

For specific questions regarding food allergies **in the dining hall**, contact: Rochelle L'Italien, UNH Nutritionist, at: rochelle.litalien@unh.edu; 603-862-2583.

Feel free to contact the program manager for non-food related allergies or for food allergies of those students not eating meals in the dining hall.

### **Student Physicals**

UNH does not require medical clearance for student participation (although there may be limited exceptions). However, for those programs with higher activity levels, such as our Athletic Camps, every student should arrive prepared to fully participate. Every effort is made to protect the camper's health and safety; athletic camps utilize certified athletic trainers.

### Dining

Many youth programs use the award-winning Holloway Commons for the students' dining experience. Please visit UNH's [Holloway Commons](#) website for more information.



See above under 'Allergies' for an informational link and contact information for special dietary needs in the dining hall.

Dietary concerns for students attending a program that does not eat in the dining hall should consult directly with the program staff.

### Residence Halls

Each overnight program on campus will provide the name and location of its specific residence hall prior to the program start date. For specific information regarding each residence hall, please visit UNH's [Housing](#) website.

#### *Residence Hall Security*

Residence halls remain locked and are equipped with electronic card access systems. Participant entrance to the residence hall will be supervised by program staff. A student is not allowed to remain in the residence hall by him or herself. If a student feels ill, they must inform a camp staff member.



It is expected that overnight participants on the UNH campus do not have visitors staying in the residence hall, and to respect the property. More information and expectations are in the UNH Code of Conduct, and there may be additional guidelines for each program.

#### *Residence Hall Sprinkler, Fire Detection, and Alarm Systems*

Each residence hall is protected by an automatic fire detection system that is connected directly to the Durham Fire Department. Upon receipt of alarm activation, the Fire Department immediately responds to the residence hall. The fire protection system is comprised of smoke and heat detectors, sprinklers and hallway manual pull stations. All rooms have a sprinkler and a local-sounding smoke detector.

### Recreational Areas

Some programs will utilize many of the recreational areas on campus for activities or lessons. These include a new Outdoor pool, indoor pool, athletic facilities, fields, College Woods, and

other green spaces around campus. The Town of Durham is also within walking distance of campus - some programs may visit the downtown area.

Programs may also engage students in field trips throughout the State or within neighboring state locations to business facilities, state parks, and other attractions.

### **UNH Admissions**

Summer is a beautiful time to tour our campus! High school students and their families are encouraged to arrange for a campus tour/information session through [UNH Admissions](#).

## COMMON QUESTIONS

- **What if the student is not attending a program on campus, but in another location?**

UNH summer youth programs offered in locations other than the Durham campus include the Barry Conservation 4H Camp (White Mountain National Forest); EXCELL in STEM (UNH-Manchester); IOL Internship (Town of Durham); Marine classes at Shoals Marine Lab (Appledore Island); and Sailing & Kayaking (Mendums Pond).

These program sites vary in terms of facility and environmental accommodations:

- Barry Conservation 4H Camp is located in the White Mountain National Forest at the Berlin Fish Hatchery. BCC provides a close-knit community with 6 cabins, central toilet & shower facilities, and a dining hall.
- EXCELL in STEM is located in an urban environment on the UNH Manchester, NH campus. The program utilizes the new, state-of-the-art STEM Discovery Lab located in the historic Pandora Mill building along the banks of the Merrimack River.
- The IOL (InterOperability Lab) Internship program is based in a new 4,200+ square foot facility close to the UNH campus and downtown Durham, NH.
- The Shoals Marine Laboratory (SML) is located on the Gulf of Maine's Appledore Island, six miles off the coast of Portsmouth, New Hampshire. The island includes dormitory and dining facilities.
- Sailing & Kayaking runs from the UNH Sailing Centre at Mendums Pond, a 200 acre outdoor recreation area just seven miles from Durham. The pond is located on the Little River, a tributary of the Lamprey River and part of the larger Piscataqua River watershed.

All UNH youth programs, regardless of location, follow UNH requirements for the protection of minors and utilize recommended and best practice safety guidelines for its program.



- **What is the average program size?**

This varies greatly from program to program depending on age, subject matter, or facility availability. However, all youth programs adhere to recommended staff-to-student supervision ratios as outlined in the UNH Procedures for the Protection of Minors.

- **When and where is check in and check out?**

Locations, days and times for check in and check out vary by program. Each program will send detailed information before the program start date.

For your child's safety, camp staff will monitor check in and check out of each participant. Staff reserve the right to request that proper identification be provided upon pick up.

During the registration process for most programs, parent/guardians indicated adults authorized to pick up a child. A student will not be released to anyone who is not on the authorized list, unless there is written (email is acceptable) notification to and approval by the camp director at least 24 hours prior. Please understand that this is for the safety of your child.

If there is someone who is NOT authorized to pick up your child, please inform the program director prior to the start date.

If the student will be travelling to and from the program themselves, we require completion of the *Transportation Permission Form*.

- **Can a student bring a car to campus?**



Our campus is very walkable and a car is not necessary for day to day activities – in fact, we discourage students from bringing cars for overnight programs unless there are very extenuating circumstances.

Any student bringing a car to campus must purchase a parking pass through UNH's [Transportation Services](#).

If a student is driving to a campus daily, the student must return the *Transportation Permission Form* to the child's camp director prior to the start of the program. This form requires a parent/guardian signature for anyone under age 18. The student can sign it him/herself if they are age 18 or older.

If a student is driving to an overnight program, **we prohibit use of the vehicle during the program duration, unless a written (email is fine) request is received from a parent/guardian, and prior permission has been approved by the program director.** These requests should be minimal, and only for important and/or unavoidable events. Unless agreed to by all

parents/guardians, a student will not be allowed to transport other program participants in a personal vehicle.

These students are required to park in UNH's West Edge lot, which is approximately one mile from campus. The student is responsible for transportation to and from the West Edge lot to campus.

- **Can a student walk or bike to campus?**

Yes. We will require completion of the *Transportation Permission Form*. It can be emailed to the camp director prior to the camp start date, or brought with the student on the first day. The student is responsible for checking in and out with the program staff each day or at the start and end of a residential program.

- **Can a student earn college credit from any of the summer youth programs?**

Currently, there are two programs that offer college credit: the high school classes at Shoals Marine Lab, and Project SMART. Contact those programs directly for additional information.

- **How is sunscreen or bug spray applied?**

Youth program staff are not responsible for applying sunscreen/bug spray to a student. We recommend students and/or parents/guardians apply both sunscreen and bug spray each morning before beginning the camp day.

Unless there are additional circumstances, we assume that a child above age 10 can and will apply his/her own sunscreen and bug spray. Staff will make every effort to stop frequently for 'reapplying' sessions as needed, and will generally observe student application.

Please refer to our *Sunscreen/Bug Spray Guidelines* for more information.

If you believe your child needs assistance in applying sunscreen or bug spray, we require completion of a signed *Sunscreen/Bug Spray Permission Form*.

- **Can I bring my cell phone/laptop/ipad?**

Yes, but each program may have its own expectations for the use of electronic devices. We don't recommend bringing expensive items unless absolutely necessary.

- **Is there Wi-Fi on campus?**

Yes. All buildings (including residence halls) have public and secure wi-fi access, as do some outdoor areas.



- **If needed, how do I contact my child during the program/camp?**

If a parent needs to contact a student for routine purposes, it may be possible to call or text the student directly, depending on cell phone usage guidelines for the particular program. Each program has its own cell phone guidelines, so please be familiar with those.

For non-routine situations, parents may contact the program director (or designee). Each program will provide the appropriate contact information. Please feel comfortable contacting the program director if you sense a problem or need with your student.

A parent/guardian may also call UNH Police at 603-862-1427 for non-routine situations.

- **What should I bring to the program?**

Each program will provide a list of required/suggested items prior to the program start date.

Overnight students in UNH residence halls are typically required to bring their own bedding. Many of the residence halls are not air-conditioned, so we do recommend a fan. Please see below for items not allowed in the residence halls.

Please label all belongings with the student's first and last name. UNH and its youth program staff are not responsible for lost or stolen items.

- **Are there items I should not bring?**

The following items are prohibited: fireworks, knives or any other weapons/firearms, alcohol, illegal drugs, and tobacco products.

Please use common sense and keep safety in mind when packing items.

For overnight programs on campus, refer to the Residence Hall list of [prohibited housing items](#).

## DRIVING DIRECTIONS TO THE UNH CAMPUS

**\*Individual Youth Programs/Summer Camps will provide information regarding specific drop off locations, parking, and further directions before the camp begins.** If needed, information will also be provided on **parking arrangements**.

The general directions below are to Main St. in Durham; the heart of the UNH campus. **Please use the following links for travel information to [UNH Manchester](#), [UNH IOL \(InterOperability Lab\)](#), UNH Recreational Area on [Mendums Pond](#), [Shoals Marine Lab](#), and [Barry Conservation 4-H Camp](#).**

For various maps of UNH Durham, refer to the [UNH Campus Map](#).

UNH often has numerous construction projects during the summer months that may cause road closures or the need for alternate routes. We recommend that you view the [UNH Construction Map](#) for the most updated information.

***To the Durham, NH campus:***

**From Boston, MA (and points South)**

*Driving Time: ~90 minutes*

Follow I-95 North to Exit 4 for in N.H. (N.H. Lakes and Mountains/Spaulding Turnpike). Exit 4 off 95 North is a left hand exit. Continue North to Exit 6W and follow Route 4 West for approximately 6 miles. Exit at Route 155A and turn left towards Durham (the 3rd exit that references "Durham") then turn left. Follow 155A past a short stretch of field to the UNH campus and Main St.

**From Portland, ME (and points North)**

*Driving Time: ~60 minutes*

Follow I-95 South to Exit 5 in N.H. (Spaulding Turnpike). Continue North to Exit 6W and follow Route 4 West for approximately 6 miles. Exit at Route 155A (the 3rd exit that references "Durham") then turn left towards Durham. Follow 155A past a short stretch of field to the UNH campus and Main St.

**From Concord, N.H.**

*Driving Time: ~45 minutes*

Take Route 4 East to the Route 155A exit (the first Durham exit) and then turn right towards Durham. Follow 155A past a short stretch of field to the UNH campus and Main St.

**From Manchester, N.H.**

*Driving Time: ~45 minutes*

Take Route 101 East to Exit 7 (Epping/Route 125). Continue North on Route 125 to the Lee Traffic Circle. Drive East on Route 4 to the Route 155A exit (the 1st Durham exit) then turn right towards Durham. Follow 155A past a short stretch of field to the UNH campus and Main St.

**Other modes of transportation to campus or nearby** include [C&J Bus Line](#), [Amtrak Downeaster](#), [Manchester](#) and [Logan](#) Airports.

## CONTACT US

- **Summer Youth Program Office**  
Cathy Leach: 603-862-3266; [cathy.leach@unh.edu](mailto:cathy.leach@unh.edu)
- **Camp Contacts** (click [here](#))  
For specific program questions
- **UNH Police:** 603-862-1427

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