



Summer Youth Program

Family Guide



University of
New Hampshire

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Youth Programs Overview

From academic enrichment programs including STEM and the arts to athletics and recreation, UNH Summer Youth Programs enable PreK-12 students to explore their interests and talents in a dynamic university setting. Participants develop new skills and interact with a diverse peer group while engaging in a wide variety of learning activities. All programs offer individualized and supportive instruction in a safe and stimulating environment with top-notch facilities and staff.

This guide provides information related to common practices, procedures, and helpful tips for most of our summer Youth Programs. Specific program procedures or requirements may vary, and program staff will provide information to enrolled students and families before the program begins.

UNH Commitment to Minor Participants

UNH and its Youth Programs are committed to providing a community that is welcoming, inclusive, diverse, and equitable. Our values include civility and mutual respect with minor students and their families, as well as supporting that same respect among our youth participants.

The health and safety of all UNH Youth Program participants is important to us, and we strive to maintain a healthy environment that promotes safety and enjoyment for all.

Youth Programs Website

The [Youth Programs website](#) is constantly being updated with new information for Youth Program participants and their families.

- **Review** the [Online Registration Instructions](#). We recommend review these before enrolling, especially if using our registration system for the first time.
- **Search** programs by summer, academic year, subject, or grade level.
- **View** program descriptions, locations, dates, and costs.
- Use the **Information for Families** tab for:
 - Family Guide
 - Camp Doc Information
 - Health, Wellness, and Safety
 - Student Forms and Waivers
 - Payment & Refund Procedures/UNH Tax ID #
- Use the **Online Registration** tab for the following information:
 - Account & Enrollment Instructions
 - How to Pay an Outstanding Balance
 - How to Request a Drop or Transfer
 - How to Get a Receipt/UNH Tax ID
- **Log In** to a [Student Account](#) or [Family Account](#). Be sure you know which type of account you have and know your username and password. Family Accounts are recommended for enrolling multiple children from one family in a Youth Program. We recommend you attempt to log in to the account before enrollment opens as this will minimize difficulty and time while enrolling.
 - If you do not remember your account information, please contact the Youth Programs Office (youth.programs@unh.edu) so that we can assist. **Do not create a new account if you have one already.**
 - If you don't have an account already, you can set one up at any time even if registration isn't currently open. When you create a new account, **the email address provided in the profile should be that of a parent/legal guardian**, not the participating student. This is where all correspondence will be sent from CampDoc reminders to specific information from program staff.
- **Contact Us** for a list of specific program contacts.

Payment & Refund Procedures

It is the family's responsibility to be aware of all Summer Youth Program [Payment & Refund Procedures](#).

Some Summer Youth Programs offer a deposit option (25% of the fee). If available, the deposit option can be chosen once the session is in your cart. If a deposit is not offered, payment in full is required at the time of enrollment.

Summer Youth Program account balances are **due by May 1**, but can be paid before that date, and the deposit option is not offered after this date.

It is also the family's responsibility to make a timely final payment. Refer to the Youth Programs website for [How to Pay an Outstanding Balance](#). You may see a tab called "Make a Payment" on the Learn for Life website. We recommend you follow the instructions provided at the link above rather than using that tab.

UNH Tax ID

UNH's Tax ID number is 02-6000937. This is included on Youth Program receipts. Please consult your tax preparer or employer regarding eligibility of camp/program costs for tax deduction or flexible spending accounts (FSA) coverage.

Drops and Transfers

If you need to request a drop or transfer, please do so as soon as you are aware to allow a timely opportunity for another student. To request a drop or transfer, contact the Program Manager or email youth.programs@unh.edu. Please include the full name of the participating student and clearly state the session(s) to be dropped or transferred.

Wait Lists

Some programs maintain a wait list after reaching initial capacity. Each program follows its own procedures for managing the wait list, but movement typically occurs as other students drop from attending.

A wait list option will appear on the registration page on May 1 for any summer program that is offering a wait list. More instructions will be posted on those registration pages by the end of April.

CampDoc

UNH has partnered with CampDoc for most Youth Programs to quicken the enrollment process. Enrollments and payments are still done through our current enrollment system, but no registration questions will be required at that time. This makes enrolling more efficient and gives families the opportunity to answer the registration questions at a more convenient time.

All CampDoc registration questions **must be complete by May 1. A student cannot attend a Summer Youth Program until the registration questions are 100% complete.**

CampDoc Process

- Within a week or so of enrolling, the preferred email provided at the time of enrollment will receive an email from **“University of New Hampshire via CampDoc.”**
 - Families who have not used CampDoc before will receive an email **invitation** to create an account and complete the registration questions for their child(ren).
 - Families who already have a CampDoc account will receive an email **reminder** to log into their existing account and answer any new questions, update student information, and potentially re-sign waivers. **Even if you have a CampDoc account already, you must log in to review the status** as program questions may differ and it is likely there will be some questions to complete.
 - It is important to use the most updated version of Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari when using CampDoc.
- Periodic completion reminders are sent to the preferred email until the CampDoc profile is 100% complete. These notifications come directly from CampDoc and can end up in a junk/spam folder, so check those folders.
- CampDoc information will include a “Due Date” and “Lock Out Date.” These are general dates, **and it is important that a parent/guardian respond to the CampDoc email and complete the registration questions promptly - before the actual Due Date.** Earlier completion allows UNH staff appropriate time to make programmatic arrangements and provide any follow-up in a timely manner.
- Families are encouraged to make updates to student data at any time before the Lock Out Date. **This is especially important if there are changes in medications from the time of enrollment.** Any changes after the Lock Out Date requires contacting the program manager or the Youth Programs Office.
- **The registration questions and all waivers must be completed by a parent/guardian, not a participating student, even if the student is age 18 or older.**

Review CampDoc’s [Privacy Policy](#) and [Security Policy](#) for more information.

**CampDoc registration questions must be 100% complete before
a student can attend a Youth Program.**

Roommate Requests

If desired, overnight students can request a roommate during the completion of the registration questions in CampDoc. Roommate requests can be made or changed up to one month prior to the start date for camp, but **no changes can be made after this point** as rooming arrangements will have been finalized.

Residence Hall rooms are doubles only, so only **one name** can be input in CampDoc. **Do not input multiple names** as program staff cannot make those decisions for multiple students. If both campers do not indicate each other, program staff cannot pair them together. It is up to families to arrange that each student provides the other's name in their request.

Student Forms and Waivers

Waivers required for most Summer Youth Program participants are reviewed and electronically signed by a parent/legal guardian in CampDoc. These waivers are not required in paper form unless requested by an individual program, and it is the family responsibility to read and understand these waivers.

The following forms are not required of all students, but may be needed depending on individual needs:

- [Authorization to Administer Medication](#)
- [Epinephrine \(Epi\) Pen/Asthma Inhaler Permission](#) (required per NH State Law)
- [Support Needs/Accommodation Request](#)

You can access and download these forms from a student's CampDoc account or from the [Student Forms and Waivers](#) page on the Youth Programs website.

Student Safety

UNH Policy & Procedures for the Protection of Minors

As part of our continued commitment to providing a safe and comfortable learning environment for Youth Program participants, the University adopted Policy and Procedures for the Protection of Minors in 2014, with a review and update in 2017. The policy and procedures seek to protect minor students and to provide guidance to UNH faculty, staff, and students who work or volunteer with minors. **All UNH Youth Program managers must understand and comply with the policy and procedures.**

The key aspects of the policy and procedures:

- Hiring procedures, including Youth Program staff/volunteer criminal background checks.
- Recognizing signs of and reporting protocols for suspected abuse or neglect of a child.

- Recommendations for managing a Youth Program, including staff to student ratios.
- Staff training regarding supervision and working safely with minors.
- Requirements for non-UNH groups serving minors that use UNH facilities.

Emergency Action Plan

Youth Programs utilize an Emergency Action Plan (EAP) developed in consultation with the UNH Office of Emergency Management. Individual programs also utilize additional emergency procedures for their particular building/site, type of program, etc.

Emergency/Safety Resources

- **UNH Police and Fire** - In an emergency, staff will call 911. UNH Police and Fire Departments are located on the Durham campus.
- **McGregor EMS Ambulance** - Provides emergency healthcare response 24/7 and is located on the Durham campus. There are numerous hospitals and urgent care facilities within 5-10 miles of Durham.
- **Fire Drills** - For overnight programs on campus, a fire drill or procedural review is conducted at the residence hall during the first day/evening. Please contact the program manager with any concerns.
- **Lab Safety** - For programs that utilize campus labs, students may participate in lab safety training and parental consent may be required.
- **UNH Alert System** - Staff use the UNH Alert System to receive emergency information, including inclement weather notifications 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 of participants in public areas on and off campus 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.

UNH Code of Conduct for Youth Participants

For all minor participants to have a safe and comfortable experience, we ask that parents/guardians review our Code of Conduct with their student before arriving at the program.

- [UNH Youth Program Code of Conduct](#)
- [Student Conduct Process](#) should an incident occur during a Youth Program.

As part of our conduct process, it may be necessary that a student is asked to leave the program without a refund.

A student who exhibits behavior that is harmful to staff, other students, or themselves, will be asked to leave the program immediately. This is to ensure the safety of all students and staff.

If a student is asked to leave the program, we expect that a parent/legal guardian, or other authorized adult, can be at the program site within 2-3 hours. These decisions are final.

It is important that students and parents understand and adhere to the safety and code of conduct requirements of UNH and each program.

Check In/Check Out Procedures

For your child's safety, camp staff will monitor the check in/check out of each participant.

- Please adhere to all check in/check out times as communicated by the program director. **Youth Program staff cannot provide alternate check in/check out times.**
- Be sure the student checks in with the appropriate staff person. This allows staff to have an accurate head count of participants. See below if a student is checking themselves in or out.
- Follow all instructions for parking and drop off/pick up locations. Use of other parking areas may result in a ticket, and all tickets are the responsibility of the family.
- Program staff monitor all student pick up activities, including who is picking up the child.
- Staff will request identification of any adult upon pick up.
- In most program registrations, parents can provide additional adult(s) authorized to pick up their child. Additionally, if there is someone who is **not** authorized to pick up your child, please inform the program director prior to the start date. **A student will not be released to anyone who is not on the authorized pick up list.** Please adhere to the authorized adult pick up names provided in the initial registration as it is difficult for staff to manage last-minute additions or changes.

If necessary to change a pickup authorization, the parent/legal guardian must present written (email is acceptable) notification to the camp director for approval **at least 24 hours prior**. Please keep these requests minimal and only when absolutely necessary.

Student Self Check In/Check Out

If a parent wishes for a student to check themselves into and out of the program, they must indicate this in CampDoc by accepting the Student Self Check-In/Check-Out Authorization. The student must always check in and out according to the instructions provided by the program director.

If a student is checking themselves in and out and using a personal vehicle, please review the Vehicle Use protocols later in this document.

Social Media Guidelines

We understand that social media is a part of everyday life. To support Youth Program participants in appropriate social media posting, students are expected to understand and follow these guidelines:

- Remember that everything you contribute to, receive, or send on social media is public. You are responsible for what you post.
- Comments should be respectful and relevant to your experience at the Youth Program. No remarks or posts that are off-topic or offensive.
- Use common sense. If you have any doubt about whether you should post something, ask a program staff member.
- Ask permission from peers if they are included in the post. Do not post if a peer does not agree.
- Any advertising, promotion, or endorsement of third-party products or services is not permitted.

Student Health and Wellness

Review the [Health, Wellness & Safety](#) page on our website for more information regarding:

- Quick Links to Forms & Waivers
- Health Care & Nutritional/Allergy Information
- Student Support Needs
- Student Conduct Expectations

Summer Youth Program Nurse & Health Care

UNH hires a dedicated Summer Youth Program Nurse who is available to Youth Program staff, students, and families. The nurse provides triage, non-emergency, non-life-threatening treatments, and assessment of illness and injury with follow up care planning as necessary. Emergency and After-Hours care procedures are also in place.

Detailed information about nurse hours & contact information is posted on the Youth Programs website in May/June and necessary staff are trained on health and wellness procedures.

Programs held in locations other than the Durham campus may have different health care protocols. For day programs at any site, it is likely that non-emergency health situations will result in a call to the parent/guardian for immediate pick up of the child.

During the registration process, we ask about student health needs and concerns. If specific health arrangements are needed, students/families must **contact the Youth Program nurse 2-4 weeks prior to the session start date.**

If student health information changes between the time of registration and the program start date, please contact the camp nurse or the program director.

**If a child is feeling ill, please do not send them to a Youth Program.
UNH will follow CDC guidelines for COVID-19 and other respiratory illnesses.**

Health & Medication Forms

The following forms are available for download as needed from the [Student Forms and Waivers](#) page of the Youth Programs website and in the student's CampDoc account:

- Authorization to Administer Medication
- Epi-Pen/Inhaler Permission
 - If a student is bringing an Epinephrine Pen and/or Inhaler to a Youth Program, New Hampshire State law requires submission of a completed permission form signed by a parent/legal guardian and a healthcare provider, so plan accordingly.
 - The completed form can be uploaded back into CampDoc, which is preferred, or brought with the student to check in.
- Support Needs Request Form

These forms are not required for all students, only those who may need them based upon individual circumstances.

Permission to Treat

UNH staff 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. The Permission to Treat waiver is agreed to in CampDoc for most programs.

In the State of New Hampshire, a minor cannot refuse medical treatment on their own and camp staff cannot make the decision to refuse treatment on a minor's behalf. If a parent/guardian cannot be reached to provide such refusal in consultation with medical staff, the minor may be transported to a medical facility for further care. **All costs associated with medical treatment and transportation are the responsibility of the parent/guardian.**

Administering Medication

Documentation and parent/guardian permission are required for a student bringing medication to a Youth Program. Some medications may be kept with the student, while others may be held and distributed by a staff member.

The [Authorization to Administer Medication](#) form provides detailed instructions and **must be completed and signed by a parent/guardian** and brought to check in.

Student Physicals

In general, UNH does not require medical clearance for student participation (although there may be limited exceptions).

For those programs with higher activity levels, such as our Athletic Camps, every student should arrive prepared to fully participate.

Dining Hall/Nutrition/Food Allergies

For information regarding the Durham campus dining hall, including food allergy services, review the [UNH Dining Allergy & Nutrition Information](#) document and the [UNH Dining Special Concerns](#) website.

If custom meals are necessary due to allergens, the UNH Dining Registered Dietitian is available to assist in those arrangements. A parent/guardian must contact the Dietitian **at least two weeks prior to the camp start date**. Contact information is in the UNH Dining Allergy & Nutrition Information document referenced above.

Dining hall staff will assist in any way possible regarding food items, but dining staff and program staff do not monitor student food consumption.

Campus Environment

Residence Halls – Durham Campus

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 on the hall, visit the [Housing & Residential Life](#) website.

Security

Residence halls remain locked and are equipped with electronic card access systems. Participant entrance to the residence hall is supervised by program staff. **A student is not allowed to enter or remain in the residence hall by themselves.**

Participants are expected to respect the residence hall and all UNH property. **Any damages will be subject to payment by the family.**

No visitors are allowed into the hall. More information and expectations are in the UNH Code of Conduct, and additional guidelines may be communicated to students by the program staff.

Sprinkler, Fire Detection, and Alarm Systems

Each residence hall is protected by an automatic fire detection system that is connected directly to the UNH/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.

Program staff employ emergency action plan procedures for fire or other alarm incidents.

Please note that every overnight program on the Durham campus will have a fire drill or procedural review on the first day/evening. If there are any concerns, please inform the program director.

UNH Admissions

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

Personal Vehicles

The Durham campus and other locations are very walkable, and a car is not necessary or allowed for day-to-day use. We discourage students from bringing their own vehicles, particularly for overnight programs.

If bringing a vehicle is unavoidable, the following rules are in place:

- The student/family is responsible for purchasing a parking pass from UNH Transportation Services and the student will abide by all parking regulations. Any parking tickets received are the responsibility of the student/family.
- The student is responsible for getting to and from the parking location to the program site.
- Day program students must check in and out each day with program staff according to the program arrangements.
- Overnight program students with a vehicle:
 - Will not use the vehicle during the program, unless a written request is received by the camp director from a parent/guardian that the student must leave the program. These requests should be minimal, and only for important and/or unavoidable events. The director must approve the request.
 - Will not transport any other program participant unless the program director receives written permission 24 hours prior from all student parents/guardians and approves the request.
 - Will check out and back in with a staff member if leaving and returning to the program.

Frequently Asked Questions

What do I do if I can't remember my registration account information?

For all issues related to recovering enrollment account information, logging in and payments, contact the Youth Programs office: youth.programs@unh.edu. **Do not create a new account if you have one already.**

I'm having trouble logging into CampDoc. Who can help me?

For technical assistance with CampDoc, including logging in, call the CampDoc participant support number: **734-619-8300, option 2.**

After I register, do I receive more information specific to the program?

Typically, program staff provide specific information regarding drop-off and pickup times, parking arrangements, what to bring, and other information via email 1-2 weeks prior to the session start date. In the meantime, if you have questions about the program, use the [Contact Us](#) tab on the Youth Programs website to find contact information for your program.

I received an email from University of New Hampshire via CampDoc. What is that?

See more information in the CampDoc section of this document or review it [online](#).

What is the average program size?

All Youth Programs adhere to recommended staff-to-student supervision ratios but size can vary from program to program depending on age, subject matter, or staff/facility availability.

Are there scholarships/discounts available?

Some camps offer scholarships or discounts which are indicated within each program's website description. Scholarships are administered by the program director, so please consult with the appropriate contact for further information.

If you're a New Hampshire resident and you are eligible to receive funding through the New Hampshire Department of Education (NH DOE) Rekindling Curiosity Program, you can apply those funds toward most UNH Summer Youth Program fees. Review the [NH DOE Rekindling Curiosity](#) document for more information.

Where are the camp locations?

Most Summer Youth Programs are held on the UNH Durham campus, but some are in other locations. Program sites vary in terms of environment, facilities, and accommodations. Regardless of location, all programs follow UNH Policy & Procedures for the Protection of Minors requirements.

See below for directions to locations.

What should my child bring?

Typically, each program provides a list of required/suggested items prior to the program start date. Please label all belongings with the student's first and last name. **UNH and Youth Program staff are not responsible for lost or stolen items.**

Overnight students in UNH residence halls are required to bring their own bedding and not all residence halls are air-conditioned, so we recommend a fan.

Are there items my child should not bring?

The following items are prohibited:

- Fireworks
- Weapons, including pocketknives
- Alcohol
- Illegal drugs
- Tobacco products

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

UNH is a tobacco, smoke, and nicotine free campus. No smoking or use of tobacco and nicotine products is allowed in any campus location. For Overnight Programs, please review the Residential Life [Prohibited Housing Items](#) list.

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, as long as they follow cell phone usage guidelines for the particular program. For non-routine situations, parents/guardians may contact the program director (or designee) directly. Program staff will provide contact phone numbers. Please feel comfortable contacting the program director if you have a question or need regarding your student.

In an emergency, call UNH Police at 603-862-1427.

Can I visit my child?

We discourage parent/visitor presence during hours not intended for family participation. This is especially important in public areas such as the dining hall or outdoor pool where staff are trained to be aware of and respond to non-program personnel interacting with youth participants.

Are there specific requirements for International Youth Program Participants?

UNH welcomes international students to its Summer Youth Programs. Additional considerations:

- It is up to the student and their family to acquire the appropriate [travel documents](#).
- As with domestic students, an international student must provide an Emergency Contact, typically the parent/legal guardian. A parent or guardian must be reachable and have the ability to communicate with UNH staff in case of an emergency. If the parent/ guardian cannot communicate with our staff, the family must provide an individual to assist.

- Current MMR vaccinations and Tetanus (within the past 10 years) are required. It is recommended that the student know the equivalent U.S. name of any medications they are taking or food they are allergic to in case of a necessary refill or emergency.
- Medical & Evacuation/Repatriation Insurance is recommended which covers health care in the U.S. as a result of accident or illness. It is recommended that minimum coverage be for \$500,000 and purchased with a U.S. provider.
- It is up to the family to understand and follow any current COVID-19 travel protocols.

Can my child bring a cell phone/laptop/tablet?

Yes, but each program has its own expectations for the use of electronic devices. We do not recommend bringing expensive items. **UNH is not responsible for any lost or damaged items.**

Is there Wi-Fi on campus?

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

Travel Information & Directions

Youth Program staff will provide information regarding specific drop off locations & times, parking arrangements, and further directions approx. 1-2 weeks before the camp begins. Please adhere to these directions; as with any college campus, parking can be limited, and restrictions are strictly enforced.

The general directions below are to Main St. in Durham, NH and the UNH campus. For various maps of UNH Durham, refer to the [UNH Campus Map](#).

From Boston, MA (and points South)

Driving Time: appx. 90 minutes

Follow I-95 North to Exit 4 (a left lane exit) for N.H. (N.H. Lakes and Mountains/Spaulding Turnpike). Continue North over Little Bay Bridge to Exit 6. Use left lanes of exit ramp to turn left at signal on to US 4 West. Follow Route 4 West for approximately 6 miles. Exit at Route 155A and turn left toward Durham. Follow 155A past a short stretch of field to the UNH campus and Main St.

From Portland, ME (and points North)

Driving Time: appx. 60 minutes

Follow I-95 North to Exit 4 (a left lane exit) for N.H. (N.H. Lakes and Mountains/Spaulding Turnpike). Continue North over Little Bay Bridge to Exit 6. Use left lanes of exit ramp to turn left at signal on to US 4 West. Follow Route 4 West for approximately 6 miles. Exit at Route 155A and turn left toward Durham. Follow 155A past a short stretch of field to the UNH campus and Main St.

From Concord, NH

Driving Time: appx. 45 minutes

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

From Manchester, NH

Driving Time: appx. 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 and turn right toward 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, and airports in Manchester, NH and Boston, MA.

For programs that do not take place on the UNH Durham Campus, please use the following links for travel information:

- [Barry Conservation 4-H Camp](#)
- [Shoals Marine Lab](#)
- [UNH InterOperability Lab \(IOL\)](#)
- [UNH Manchester](#)
- [UNH Recreation Area at Medums Pond](#)

Contact Us

UNH Youth Programs Office

Taylor Hall, 59 College Road

Durham, NH 03824

youth.programs@unh.edu

603-862-3266

If you have more specific questions about a program, you can find the appropriate contact on our list of [Youth Program Contacts](#).