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## 2009 Summer Camp Policies, Rules & Regulations

### Registration

- Must be submitted in advance
- No cut-off date for registration
- Accepted on a first-come, first-served basis
- Requires completion of the following materials:
  1. Payment
  2. Camp Registration Form
  3. Medical & Emergency Contact Information Form
  4. Photograph Release Form
  5. Potassium Iodide (KI) Child Medication Authorization Form
  6. Youth Camp Health Exam Form (found on Department of Public Health Web site)  
[http://www.dph.state.ct.us/Licensure/apps/YC\\_HealthExam.pdf](http://www.dph.state.ct.us/Licensure/apps/YC_HealthExam.pdf)
  7. Authorization for Medication Administration Form (*only if child requires medication during camp hours*)
  8. Authorization for Administration of Non-Prescription Topical Medication Form (*only if child requires topical medication during camp hours such as sun screen and insect repellent*)
- By mail or in person only
  - Telephone and fax registrations are **not** accepted
- Mailed to:
  - Summer Camp Director  
DNA EpiCenter, Inc.  
33 Gallows Lane  
New London, CT 06320

### Payment

- The following methods of payment will be accepted:
  - Check made payable to DNA EpiCenter, Inc.
  - Cash

### Cancellations & Refunds

- A 75% refund for cancellations, prior to the start of a program, will be given for medical reasons **only** upon receipt of a note from a medical doctor.
- Refunds for cancellations during a program due to medical reasons are at the discretion of the Executive Director.

- The DNA EpiCenter reserves the right to cancel any program that does not meet the minimum requirement of 10 registrants. In this case, a full refund will be provided.

### **Confirmation**

- A confirmation letter will be mailed to your home address after registration is received.

### **Snack Time**

- A snack and a cup of juice will be provided by the DNA EpiCenter each morning around 10:15am.
- Snack is served outside in the backyard either at the picnic tables outside the back door or at the picnic tables underneath the Pine Trees thus allowing the children about 15-20 minutes of fresh air.
- During inclement weather, snack is provided in Café DNA.

### **Lunch Time**

- Camp attendees are responsible for bringing their own lunch.
- As required by the Department of Public Health, all lunches will be refrigerated each day.
- Lunch is eaten outside in the backyard either at the picnic tables outside the backdoor or at the picnic tables underneath the Pine Trees.
- During inclement weather, lunch is held in Café DNA.

### **Dress Code**

*Please be advised that any individual inappropriately dressed will NOT be allowed to participate!*

- **ALL** camp participants must:
  - wear comfortable, older clothing you are not concerned with getting dirty.
  - tie back long hair.
  - wear sneakers.
    - Coverage of the entire foot is required.
  - wear pants with no holes or tears (*Except for campers in Technology Explosion and LEGO Engineering I, II, or III*).
    - Pants must be worn from waist to ankle
    - Dresses, skirts, shorts or capris are *not* allowed

### **Exercise Time**

- Each day, except for Fridays, campers are walked over to the Connecticut College Arboretum for some exercise time. Campers can choose to participate in activities such as: kickball, ultimate Frisbee, tag, hide and go seek, or simply walk around the grounds.
- Campers are supervised by at least one Lead Teacher (adult), at least one Teaching Assistant (college student), and several YouthALIVE! Interns (high school students). There is always a minimum of an 8:1 ratio of students to teachers/interns.
- Campers participating in L.E.T.S. Explore!, A.B.C.'S. in the Lab, That's Life!, O.M.G. G.I.R.L.S!, C.S.I. In Training, and C.S.I. New London are welcome to bring a pair of shorts to change into for this time. Pants must be worn during class/laboratory time, but shorts are allowed during exercise time.
- Should the weather not cooperate for outside time, campers might be given movie time in our Theater Classroom.

## **Drop-Off & Pick-Up**

- Each camper must be signed-in and signed-out every day.
- The doors to the DNA EpiCenter open at 8:30am each morning.
- If your child is not picked up from the DNA EpiCenter by 4:15pm, a late fee of \$25 will be charged.

## **DNA EpiCenter Camp Staff**

- Lead Teachers must currently be certified to teach in the State of Connecticut and/or have a minimum of a bachelor's degree in the Life Sciences.
- Teaching Assistants must have completed their freshman year of college and have experience with both children and the subject area of the camp.
- YouthALIVE! Interns are high school students. They are eligible to participate in the program for 4 consecutive summers after completing their freshman year of high school.
- All staff have taken the following courses: Basic First-Aid and CPR & AED for the Professional Rescuer. Several staff members have taken a course in Medication Administration and Epi-Pen Injection Training.

## **Medication Administration Questions & Answers**

- Question 1: What type of training has the DNA EpiCenter staff received?
- Answer 1: See the section above titled DNA EpiCenter Camp Staff.
- Question 2: What is needed for a camper to self-administer medication during camp hours?
- Answer 2: A camper may self-administer medications with documented parental and authorized prescriber permission.
- Question 3: What if I want my child to apply sun screen and/or insect repellent before going out for lunch and exercise time each day?
- Answer 3: A parent needs to fill out the Authorization for Administration of Non-Prescription Topical Medications Form.
- Question 4: Can my child take over-the-counter medication during camp hours without permission from an authorized prescriber?
- Answer 4: No, even over-the-counter (non-prescription) medication must have an order by an authorized prescriber. This includes, but is not limited to, Tylenol, Advil, Benedryl, Caladryl, Bacitracin, and hydrocortisone cream.
- Question 5: What is the proper way to prepare medication for my child to take to camp?
- Answer 5: The medication must be current, not expired, and be in its original container with a label containing the child's name, directions for the administration of the medication, and the date of the prescription. If the medication is in liquid form, a spoon or cup, with the proper measurements, must be provided with a label containing the child's name. The container of the medication along with the spoon or cup must be brought together in a Ziploc bag containing a label with the child's name.
- Question 6: Can my child take home their medication each day?
- Answer 6: Yes, but the medication must be signed-in and signed-out with the Director of First-Aid each day.