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 **Summer Programs 2022**

**Instructions for Completing Summer Program Forms**

St. John’s University Department of Conference Services is excited to host your child this summer and look forward to providing them with a memorable experience. The health and safety of your child is our top priority. We require your cooperation in completing and submitting the forms below so they can participate in this summer’s program.

New York State Public Health Law requires completion and submission of the following forms for every guest. All forms must be submitted in English. Please print clearly or type in black ink. All dates must be listed in the month/day/year format. St. John’s Summer Programs Health Director will review forms to verify New York State requirements have been met. These requirements must be met to attend the summer program at St. John’s University. **All required forms have to be submitted at least thirty (30) days prior to arrival.**

**The New York State Department of Health (NYSDOH) strongly recommends age-appropriate vaccination of all individuals who will be working at or attending summer camps. The best protection against vaccine-preventable diseases is broad vaccination coverage.**

1. **Health Examination Form** – A medical examination **within one year** prior to arrival is required. The form must include your Physician’s signature and date, Physician’s license number and stamp. **A list of immunization records is required**. All of the information must be submitted in English.
2. **Meningococcal Meningitis Letter & Vaccination Response Form** – Required if the length of stay is seven (7) or more consecutive nights. St. John’s University is required to provide information about meningococcal meningitis. A parent or guardian should complete and sign the Meningococcal MeningitisVaccination Response Form indicating whether or not the child has been immunized against meningococcal meningitis within the past **5/10 years.**  **St. John’s University strongly recommends the meningococcal meningitis vaccination.**
3. **Emergency Contact and Emergency Consent Form** – Provide emergency contact information for up to three (3) adults. A parent or guardian signature authorizes St. John’s Summer Programs or the Summer Program Organizer to take emergency measures as deemed appropriate if a person designated to be notified cannot be located promptly.

**Please submit all of the completed forms to the summer program organizer a minimum of thirty (30) days prior to arrival.** Please make a copy of all forms to retain for your records. Additional information regarding summer youth program guidelines can be found at the following website address: https://www1.nyc.gov/site/doh/health/health-topics/parents-information-choosing-the-right-summer-camp-for-your-child.page

Thank you for choosing St. John’s University for your summer program, and we look forward to hosting your son or daughter this summer!