

# Teen Travel – Important Information

## ***Lunch***

All participants must bring a lunch, including a beverage each day. Please pack all lunches in a plastic or paper bag with the participant's name written on them. Please do not send coolers. We carry a cooler for the lunches Monday through Thursday. Also bring a small water bottle that can be used for water throughout the day. On Friday's, this is a cookout day and Teen Travel provides the food and drink this day.

## ***Lazy Fridays***

Lazy Friday's at the First United Methodist Church includes a project related to the specialty week, a cookout and other activities associated to the theme.

## ***Day Packs***

All participants should carry a day pack and have a rain coat or poncho, a sweatshirt or wind breaker and anything else that they would need for each day. Any projects that are finished will be placed in the pack to take home.

## ***Emergency Forms***

Emergency forms will be mailed to all participants. This is a form which requires Physician's name, Pharmacy, Medicaid number, family contact, medical guardian blood type (if known), medical diagnosis, eating skills, ambulation, adaptive equipment (if needed), communication, supervision and behavior management.

## ***Medications / Illness***

All medications will need to be given before and after the program. There is no nurse on duty. If a participant becomes sick during the day, we will contact the home or the emergency back up.

The Program Coordinator carries the first aid kit, cell phone, medical fact sheets, and emergency contacts and phone numbers for each participant.

## ***Medical Forms***

Medical Forms, mailed to you upon receipt of your registration, must be completed by the parent or guardian and a physician. This is in accordance with the state laws. Health forms are required at least two weeks prior to the beginning of the Teen Travel session. All participants must be examined by a physician within three years prior to the date of arrival at Teen Travel.

## ***Refunds***

Full Refund-Notification of cancellation is given at least two week prior to the start of the session.

Refund Less Deposit- Notification of cancellation is given one week prior to the start of the session.

50% Refund Less Deposit: Notification of cancellation is given 48 hours prior to the start of the session.

**No refund will be given without a minimum of 48 hours notification of cancellation.**

Medical Exception Refunds: When LARC is notified a participant cannot attend or finish a session due to illness, a doctor's note **MUST** be received within one week of initial notification. A prorated refund will then be issued from the date of initial notification. LARC will not issue retroactive refunds when proper notification procedures are not followed.

## ***Transportation / Hours / Directions***

All participants have to provide their own transportation to and from the First United Methodist Church, 21 Fern Drive, Torrington. Teen Travel will use this site as a base site. The hours are 9:00 – 3:30.

Directions: Travel on Route 202 east toward New Hartford. Turn left onto Fern Drive. The church parking lot is on the left directly across from Marathon Health Center.

Route 8 – South: Take exit 44 Take left onto East Elm Street. Bear left onto Route 202 east. Turn left onto Fern Drive. The church parking lot is on the left directly across from Marathon Health Center.

## **HOW TO REGISTER**

***DROP OFF*** at LARC, 314 Main Street, Torrington -  
Monday through Friday 8:00 a.m. – 4:00 p.m.

### ***OR MAIL TO***

Teen Travel  
314 Main Street  
Torrington, CT 06790

Deposits are due upon registration and are non-refundable.

Questions call 489-2140 ext. 14  
Robin Pedone  
rpedone@litchfieldarc.org

### **Financial Assistance**

Financial assistance is available.  
Apply early by calling Katherine Marchand-Beyer  
at: 482-9364 ext. 37 or e-mail at  
kbeyer@litchfieldarc.org