

## ***Check List for Departure***

### ***3 months prior to attending KEEP:***

- Begin counselor recruitment and fingerprinting process. All adult counselors, shadows and other volunteers must pass fingerprint clearance to be alone with students.

### ***6 weeks prior to attending KEEP:***

- Download registration materials and forms from KEEP website.
- Begin curriculum preparation.
- Distribute to parents: cover letter from Director, KEEP Brochure, Student Registration Form, Pupil Medication form, School Asbestos Hazard Emergency Response Act letter (Ocean) and Packing List.
- Contact the KEEP Director with regards to any “special needs” students or students with medical problems that require clearance to attend KEEP.

### ***4 weeks prior to attending KEEP:***

- Arrange for IEP meeting or 504 meeting as necessary for special needs students or students with medical problems that require clearance to attend KEEP.
- Collect all registration and medication forms.
- Review all registration and medication forms for completeness and signatures. As noted above, all serious medical problems must be reviewed by the KEEP Director six weeks prior to that student’s arrival. Discuss any noted minor medical problems (such as food allergies, bedwetting, sleep walking, etc.) with the student’s parent.
- Check your email for an information packet from KEEP.
- Check on counselor attendance. Do you have enough counselors? Arrange for backups. You may bring one extra male and one extra female counselor above your required ratio (1:7) at no extra cost.
- Check on transportation arrangements. KEEP will expect students to arrive 11:30 a.m. on Monday and leave at 11:30 a.m. on Friday, unless prior arrangements are made.

### ***2 weeks prior to attending KEEP:***

- Make sure you have enough counselors recruited.
- Meet with counselors, distribute Counselor’s Handbook, registration forms, and counselor contract.
- Discuss social issues (bedwetting, homesickness, communal living) with the students.

### ***1 week prior to attending KEEP:***

- Provide a total number of students, counselors and teachers to the Program Supervisor.
- Fill in the Attendance Roster (include free and reduced lunch information) and email to KEEP.
- Fill in the Student Info Sheet (with dietary and medical needs) and email to KEEP.
- Fill in the trailer/cabin groups and email to KEEP. If you are sharing your KEEP week with another school, please contact that school to discuss trailer/cabin assignments. Avoid guaranteeing students that they will have certain partners, since changes can occur.

- \_\_\_ Organize and pack any supplies you need for Teacher Hour.
- \_\_\_ Make sure students are checked and treated for head lice.

***Monday morning of your KEEP week:***

- \_\_\_ Make sure you have students' and counselors' registration and medication forms. If registration form is incomplete or missing, the student may not attend.
- \_\_\_ Collect all student medications and check against corresponding medication forms. If medication form is incomplete, or the student medication is missing, the student may not attend.
- \_\_\_ Take roll of all students and counselors; know how many students (male and female) and how many counselors (male and female) are on the bus.
- \_\_\_ The teacher who is arriving **with** the students should have all the required forms and medications.
- \_\_\_ Call KEEP Campus when you leave school to give an E.T.A.

***Upon arrival at KEEP, please give the following to the Program Supervisor:***

- \_\_\_ student registration forms, alphabetized
- \_\_\_ student medication forms, alphabetized
- \_\_\_ teacher registration forms, alphabetized
- \_\_\_ counselor registration forms and contracts, alphabetized
- \_\_\_ all student medications, in ziplock bags with name and school