

School Checklist for Departure

3 months prior to attending KEEP:

- ___ Explore the [Camp KEEP website](#)
- ___ Begin counselor recruitment and fingerprinting process.
 - o All adult counselors, shadows and other volunteers must pass fingerprint clearance.
 - o Recruit more chaperones than needed. Keep a wait list for last minute cancellations.
- ___ Make transportation arrangements to KEEP.
 - o [KCSOS transportation may be available](#)
 - o 1st day arrival = 11:30; Last Day Departure = 11:30
 - o Make sure there is enough luggage space - reserve a van or truck if needed.
 - o Create a transportation plan in case of child illness/misbehavior if parents can't be reached.

6 weeks before KEEP:

- ___ Begin [curriculum preparation](#).
- ___ Download & distribute [registration materials and forms](#) from KEEP website.
 - o [Parent Welcome Letter](#)
 - o [Student Medication form](#)
 - o [Student Registration Form](#)
 - o [Packing List](#)
 - o [Counselor Handbook](#)
 - o [High School Registration Form](#) or [Adult Registration Form](#)
- ___ Arrange for IEP or 504 meeting for students with behavioral or medical needs.
 - o Contact KEEP Supervisor about all special needs students.
 - o Determine shadow requirement and whether family member or school staff will attend with child.
 - o Distribute [Physician Authorization Form](#)
- ___ Arrange a chaperone & parent information night (in person or zoom).
 - o Show and discuss all forms needed.
 - o Show and discuss pictures/videos from [KEEP website](#)
 - o Review behavior contract on page 2 of [Student Registration Form](#).

4 weeks before KEEP:

- ___ Collect all forms. Review for completeness. Alphabetize in a binder.
 - Discuss minor medical issues (bed wet, sleepwalk, food allergies) with parents.
 - Note all issues on Food, Medical & Behavior List ([Ocean](#))([By The Sea](#))
 - o [Medication Forms](#)
 - Needed for all meds (prescription & over the counter).
 - Require parent & doctor signatures.
 - o [Physician Authorization Forms](#)
 - Require parent, doctor, and shadow signature.
 - Discuss needed accommodations with KEEP.
- ___ Confirm transportation arrangements.

- ___ Confirm counselor numbers.
 - o 1 counselor for every 7 students. (Teachers & shadows do not count towards ratio.)
 - o Contact KEEP if you do not have enough counselors to discuss options.
 - o Arrange for backup counselors. 2 extras (above required ratio) can attend for free.

2 weeks before KEEP:

- ___ Discuss with students:
 - o Social issues (bedwetting, homesickness, showering, communal living).
 - o Behavior expectations. (Review behavior contract on page 2 of student registration form.)
- ___ Email to Program Supervisor the following:
 - o [Attendance Roster](#)
 - o Cabin Assignments for [Ocean](#) or [By The Sea](#)
 - Indicate adult-student connections.
 - o Food, Medical & Behavior List ([Ocean](#))([By The Sea](#))
 - Include medical, dietary, behavior issues for students and adults.
 - o [Student Medication Forms](#)
 - Check for parent & doctor signatures for each medication.
 - o [Physician Authorization Forms](#)
 - Check for parent & doctor & shadow signature.
 - Confirm shadow attendance & arrange needed training.
- ___ Check on counselor commitment & make backup plans if needed

1 week before KEEP:

- ___ Pass out [Pre-Travel Health Screening Forms](#) to families - due on departure day.
- ___ Prepare activities & pack supplies for Teacher Hour (Tu/W/Th from 3:30-4:30pm).
- ___ Conduct initial student lice check (Monday), treatment, & recheck (Friday).
- ___ Collect student medications:
 - o Match name & dosage of medication to the form
 - o Place meds & form in labeled ziplock bag
 - o Put all meds in a box and store in a secure location
- ___ Get contact phone numbers of all administrators for after hours emergency support.

Departure Day for Camp KEEP

- ___ At school, during check-in:
 - o Designate luggage drop off areas.
 - o Get all student medications.
 - Nurse or health aide - Collect & screen student medications/forms.
 - Put meds in a ziplock bag with that child's med form.
 - Email any new forms to KEEP immediately
 - Shadows carry their student's emergency medication to KEEP.
 - o Conduct health screening.
 - Collect & review the Pre-Travel Health Screening Form for all participants.
 - Form must be signed by parent/guardian within 24 hours.
 - Participants must be symptom free for 7 days before departure.
 - Take temperature of all participants.
 - Temperatures must be below 100.4 degrees before departure.
 - Fill out [Predeparture School Health Assessment Certification](#) form.

- ___ Transporting to KEEP
 - o Take roll as students & adults board the bus/vehicles. ([Ocean directions](#))([By The Sea directions](#))
 - o Check your drivers have the address to the correct KEEP campus.
 - o Teacher that arrives first must have:
 - All registration forms.
 - Predeparture School Health Assessment Certification form.
 - Box of student medications & forms.
 - Teacher on bus should have students' emergency medication.
 - o Call/text Camp KEEP with your ETA and any last minute drop outs.

Upon arrival at Camp KEEP:

- ___ Give KEEP staff binder of adult and student registrations (separated, alphabetized).
 - o Predeparture School Health Assessment Certification with health screening forms.
 - o Box of student medications & forms.
- ___ Collect electronics & snacks from students just before you arrive.
- ___ Notify school of safe arrival.
- ___ Update KEEP staff on any unusual circumstances.
- ___ Move into your cabin & use the bathroom.
- ___ Meet at amphitheater for welcome & introductions.