



School Checklist for Departure to Camp KEEP

3 months prior to attending KEEP:

- ___ Explore the [Camp KEEP website](#)
- ___ Begin counselor recruitment and fingerprinting process.
 - All adult counselors, shadows and other volunteers must pass fingerprint clearance.
 - Recruit more chaperones than needed. Keep a wait list for last minute cancellations.
- ___ Make transportation arrangements to KEEP.
 - [KCSOS transportation may be available](#)
 - Arrival day bus arrives at KEEP = 11:30AM; Departure day bus arrives at KEEP = 10:45AM
 - Make sure there is enough luggage space - reserve a van or truck if needed.
 - 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.
 - [Parent Welcome Letter](#)
 - [Student Medication Form](#)
 - [Student Registration Form](#)
 - [Packing List](#)
 - Counselor Handbook ([Ocean](#))([By The Sea](#))
 - [High School Registration Form](#) or [Adult Registration Form](#)
- ___ Arrange for IEP or 504 meeting for students with behavioral or medical needs.
 - Contact KEEP Supervisor about all special needs students.
 - Determine 1-on-1 shadow requirement and whether family member or school staff will attend with child. See Student Registration form for partial list of conditions requiring a shadow.
 - Distribute [Physician's Authorization Form](#)
- ___ Arrange a chaperone & parent information night (in person or virtual).
 - Distribute Counselor Handbook and registration forms.
 - Show and discuss "A Day in the Life of a Camper" and "Counselor Readiness" videos on our main web page.
 - Review Behavior Contract on page 2 of Student and Adult Registration Forms.
- ___ Facilitate group order for t-shirts and other merch from KEEP website, souvenirs not available at camp. The flat-rate shipping charged is prohibitive for individual orders. Pick-up information is available on the order link.

4 weeks before KEEP:

- ___ Collect all forms and review for completeness. Alphabetize forms in a binder.
 - Explain how minor medical issues (bed wetting, sleepwalking, food allergies) are handled at KEEP with parents.
 - Note all issues on Food, Medical & Behavior List ([Ocean](#))([By The Sea](#))
 - [Medication Forms](#)
 - Needed for all meds (prescription & over the counter).
 - Require parent & doctor signatures.

- [Physician's Authorization Forms](#)
 - Require parent, doctor, and shadow signature.
 - Discuss needed accommodations with KEEP.

___ Confirm transportation arrangements.

___ Confirm counselor numbers.

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

2 weeks before KEEP:

___ Discuss with students:

- Social issues (bedwetting, homesickness, showering, communal living).
- Behavior expectations. (Review behavior contract on page 2 of student registration form.)

___ Email to Program Supervisor the following:

- Roster, cabin assignments and food/medical/behavior notes. ([Ocean/By the Sea](#))
 - Indicate adult-student connections on Trailer tab.
 - Include medical, dietary, behavior issues for students and adults.
- [Student Medication Forms](#)
 - Check for parent & doctor signatures for each medication.
- [Physician's 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).

___ Get contact phone numbers of all administrators for after hours emergency support.

Departure Day for Camp KEEP

___ At school, during check-in:

- Designate luggage drop off areas.
- Collect student medications:
 - Match name & dosage of medication to the form
 - Place meds & form in a labeled ziplock bag for each student
 - Put all meds in a box and turn over to KEEP staff on arrival
 - Email any new forms to KEEP Supervisors immediately
 - Shadows carry their student's emergency medication to KEEP.
- 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

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

Upon arrival at Camp KEEP:

___ Give binder of forms to KEEP staff.

- Separate and alphabetize adult and student registrations.
- Predeparture School Health Assessment Certification with health screening forms.
- 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.

You have arrived in one piece! Good job. We will take it from here.