

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 Highly recommended that more chaperones are recruited than needed with a wait list in case of last minute cancellations or a Covid positive test.

8 weeks before KEEP:

- ___ Make transportation arrangements to KEEP.
 - o 1st day arrival = 11:30; Last Day Departure = 11:30
 - o Create a transportation plan in case of child illness/misbehavior in case parents can't be reached.
 - o Get current phone numbers for all administrators.

6 weeks before KEEP:

- ___ Begin [curriculum preparation](#).
- ___ Download & distribute [registration materials and forms](#) from KEEP website.
 - o [Parent Welcome Letter](#)
 - o [High School Registration Form](#) or [Adult Registration Form](#)
 - o [Student Medication form](#)
 - o [Emergency Pickup Form](#) / [Antigen Testing Consent Form](#)
 - o [Packing List](#)
 - o [Counselor Handbook](#)
- ___ 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 is available
 - o Distribute [Physician Authorization Form](#)
- ___ Arrange a chaperone & parent information night
 - o Cabin groups remain separate for eating, sleeping, hygiene, campfire, transportation.
 - o Hike groups are 2-3 cabin groups combined.
 - o On departure day temp check & Pre-Travel Health Form check.
 - o At camp daily morning health checks by chaperones
 - o Students with symptoms can "test to stay" if Antigen Testing Consent Form is signed.
 - o Show and discuss all forms needed

4 weeks before KEEP:

- ___ Acquire backup PPE to bring to camp for first aid/illness emergencies
 - o School provides an emergency PPE kit (gloves, gowns, N95 masks, face shields, hand sanitizer) for any teachers that help with 1st aid.
- ___ Collect all forms. Review for completeness.
 - o [Registration Forms](#) (alphabetized)
 - Require parent signature
 - Attach health insurance card, if applicable

(4 weeks before KEEP cont.)

- Discuss minor medical issues (bed wet, sleepwalk, food allergies) with parents.
 - Note all issues on [Food, Medical & Behavior List](#)
 - o [Emergency Pickup Forms](#) / o [Antigen Testing Consent Form](#) (staple to Reg Form)
 - Require parent signature & at least 4 adult contacts
 - o [Medication Forms](#) (alphabetized)
 - Needed for all meds (prescription & over the counter)
 - Require parent & doctor signatures.
 - Email to KEEP for review.
 - o [Physician Authorization Forms](#) (alphabetized)
 - Require parent, doctor, and shadow signature.
 - Email to KEEP for review.
 - Discuss needed accommodations with KEEP
- ___ Check on transportation arrangements.
- ___ Check on counselor numbers.
- o 1 counselor for every 7 students. Teachers & shadows do not count towards ratio.
 - o Contact KEEP ASAP 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
 - o Health and sickness protocols
- ___ 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](#)
 - Include medical, dietary, behavior issues
 - 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
- o Participants must monitor their health symptoms for one week before Camp KEEP
- ___ Prepare activities & pack supplies for Teacher Hour
- ___ 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

Departure Day for Camp KEEP (before boarding bus!)

___ At school, during check-in

- o Designate separate cabin gathering areas and luggage drop off areas
- o Get all student medications
 - Collect & screen last minute student medications/forms
 - Email any new forms to KEEP immediately
 - Shadows should carry their student's emergency medication to KEEP.
- o Conduct health screening with all participants
 - Collect & review the Pre-Travel Health Screening Form
 - 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

___ Boarding the bus/vehicle

- o Take roll as students & adults board the bus/vehicles
- o Assign vehicle seating to decrease exposure risk to sickness
 - First, seat by cabin groups. Seats can be shared
 - Second, place cabins in the same hike group near each other.
- o Teacher that arrives first must have:
 - All registration forms.
 - Predeparture School Health Assessment Certification form. (Attach health screening forms)
 - Box of student medications & forms.
 - Teacher on bus should have students' emergency medication

___ When bus leaves school, call Camp KEEP

- o Update ETA & attendance changes

Upon arrival at Camp KEEP:

___ Give KEEP staff

- o Student registration /emergency pickup / antigen testing consent forms (alphabetized)
- o Predeparture School Health Assessment Certification with health screening forms (alphabetized)
- o Adult registration/ behavior contracts (alphabetized)
- o Box of student medications & forms

___ Collect electronics & snacks from students as they disembark

___ 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