

High Trails Teacher Checklist

Please use this checklist to help you prepare for a smooth arrival at camp.

TEACHER FORMS

Check Off	What?	Due Date:
<input type="checkbox"/>	Program Form: this lets us know how many students you are bringing and what classes you want.	30 days before camp: _____
<input type="checkbox"/>	Cabin and Trail Group Assignments: This will be sent via Google Docs to you explaining how many students are in each group. You assign the students to each group, and then lets us start to put together a schedule.	15 days before camp: _____
<input type="checkbox"/>	T-Shirt List: this lets us know if and how many T-Shirts you want, so we can make certain we have enough for you.	30 days before camp: _____
<input type="checkbox"/>	Payment for Camp: this should be one check containing all of the student tuitions. We will get you an invoice before camp based upon your Program Form student numbers. You must have the check when you arrive at camp.	Upon arrival at camp on: _____
<input type="checkbox"/>	School Health Screening: to complete as students are loading onto the buses, to make sure students are not exhibiting any signs of illness.	Upon arrival at camp on: _____

STUDENT FORMS

Check Off	What?	Pass out to students on:	Collect from students on:	Camp Due Date:
<input type="checkbox"/>	Parent's Guide to Camp: this is an informational guide that will help explain the camp to parents.		Not Required	Not Required
<input type="checkbox"/>	Packing List: this is a list of all the things the students need to bring to camp.		Not Required	Not Required
<input type="checkbox"/>	Discipline Form: this form is for your use only, and serves as a way to let your students know what the rules and consequences are for camp.			Not Required
<input type="checkbox"/>	Consent/Health Form: one of these is needed for every student at camp. <i>Please alphabetize all of these by school and last name, not by class.</i>			Upon arrival at camp on: _____
<input type="checkbox"/>	Medication Form: this is required for every student that brings up medication, whether it is over the counter or physician prescribed. <i>Remember: individual student medications should be in a ziplock bag along with the correct Medication Form. You should have ALL of the medication ready to hand over to us upon your arrival at camp. *** If the forms or medication are not correct, we cannot accept them and will hand them back to you. ***</i>			Upon arrival at camp on: _____
<input type="checkbox"/>	Student Journal: this optional journal is a wonderful tool that you can photocopy and bring up to camp. We will hand them out for you and give them time to fill it out during the week.			Optional: Upon arrival at camp on: _____