

Check List for Departure

3 months prior to attending KEEP:

___ Contact high school(s) for counselor recruitment.

6 weeks prior to attending KEEP:

___ Will receive curriculum and registration materials from Superintendent's Office, or will receive a letter outlining how to obtain forms from KEEP Web site.

___ Begin curriculum preparation.

___ **Collect all registration and medication forms.**

___ Distribute cover letter from Director to parents, KEEP Brochure, Student Registration Form, Pupil Medication to be administered at KEEP, School Asbestos Hazard Emergency Response Act letter (Ocean) and What To Bring list.

___ Contact the KEEP Director with regards to any "special needs" students or students with medical problems that require clearance to attend KEEP.

___ **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. Any noted medical problems such as minor food allergies, bedwetting, sleep walking, etc., should be discussed with the student's parent.

4 weeks prior to attending KEEP:

___ Arrange for IEP meeting or 504 meeting as necessary for special needs students or students with problems that require clearance to attend KEEP.

2 weeks prior to attending KEEP:

___ Make sure you have enough counselors recruited. If appropriate, coordinate with the designated contact person at your assigned high school.

___ Meet with the counselors (high school or adult), distribute Counselor's Handbook, registration and medication forms, and counselor contract.

___ Discuss social issues (bedwetting, homesickness, communal living) with the students.

1 week prior to attending KEEP:

___ You will be receiving, via FAX or mail, an information packet to be completed and returned, via FAX, by the Friday prior to your arrival.

___ Be able to provide a total of students, counselors and teachers that will be attending to the Program Supervisor who will be calling you sometime this week.

___ **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. Any noted medical problems such as minor food allergies, bedwetting, sleep walking, etc., should be discussed with the student's parent.

___ Fill in the Attendance Roster and include free and reduced lunch information.

- ___ 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 (1:8) at no extra cost.
- ___ Divide your students into trailer/cabin groups. If you will be sharing your KEEP week with another school, please contact that school(s) and discuss trailer/cabin and counselor assignments. Mix together students from different schools. Avoid guaranteeing students that they will have certain partners or cabins, since changes can/do occur.
- ___ Organize and pack any materials or supplies you need for Teacher Hour.
- ___ Make sure students are checked and treated for any head lice problems.
- ___ Check on transportation arrangements. The KEEP staff will be expecting students to arrive 11:30 a.m. on Monday and leave promptly at 11:30 a.m. on Friday, unless prior arrangements have been made.
- ___ **FAX preregistration packet no later than 11:00 a.m. Friday before coming to KEEP.**

Monday morning of your KEEP week:

- ___ Make sure you have everyone's (students' and counselors') registration and medication forms. Do not bring students or counselors who do not have completed registration forms.*
- ___ Collect all student medications and check against corresponding medication form(s). If medication form(s) is incomplete or missing, do not bring the medication, the student may not attend.*
- ___ Collect all contraband and leave it at school.*
- ___ **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(s) who will be arriving **with** the students should have all the required forms and medications.

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

- ___ student registration forms, alphabetized
- ___ student medication forms, alphabetized
- ___ counselor registration, medication, and contracts, alphabetized
- ___ all student medications
- ___ a completed and accurate Attendance Form with free and reduced lunch information

*Refer to the Teacher Resource Guide on the KEEP Web site (www.kern.org) for more detailed information.