

PLANNING YOUR TRIP TO KEEC

We are very excited that you've decided to join the KEEC community! It will be great to work with you and your students. At first, planning a trip to KEEC can seem daunting. We have outlined here some important details to take into consideration that will help you with this process.

First, visit the website <http://www.keewaydin.org/keec>. You will need to download all of the forms on this page (they are in PDF format). Please read through these as they will help you form a better understanding of the KEEC experience and will also help you answer any questions parents may have.

These forms are designed to provide information for teachers, parents and chaperones. Feel free to make as many copies as you need for distribution. Here are some details about who should receive which forms.

Parents should receive a copy of these 4 items: ***Parent Information Sheet, Equipment Packing List, A Typical Day at KEEC***, and the ***Health and Registration Form (this does not require a visit to the doctor but needs to be returned to school, and then to us, one week prior to your arrival)***.

Chaperones should receive a copy of these 4 items: ***Responsibilities of Teachers and Chaperones, Equipment Packing List, What to Expect on Monday***, and a copy of the ***Background Check for Chaperones (this form must be filled out by all chaperones not directly employed by your school)***.

We start the community building process among the students, teachers, staff and chaperones on Monday, setting up the expectations and guidelines for the week. The support and the enthusiasm from the parents that volunteer their time add an essential aspect to our community and it is important for the students to feel comfortable with the adults in attendance.

As you begin to consider chaperones please remember we require 1 adult for every 10 students. It is ideal to find parents that can stay for the entire week. This helps maintain the consistency of our community. If this is not possible, switching mid-week on Wednesday morning is the best time.

For the second part of the planning process we will need to know the exact number of boys and girls you will be bringing to KEEC. We will contact you for this information about a month prior to your arrival. This is so we can create a compilation of assignment lists for the different "groups" of which the students will be a part, i.e. study groups, job groups, table groups and cabin groups.

A couple weeks before your arrival, you will receive a box with KEEC Student Journals and a copy of the assignment lists inside. You will also receive more information about filling in these forms when they arrive. Don't worry; we are always here to help with any questions you have during this process. Please feel free to call or email us with any concerns or questions that arise.