



School Coordinator's Responsibilities

Thank you very much for organizing your schools upcoming trip to Summit! To help you prepare for your trip please refer to the below checklist of responsibilities:

Pre-Booking

- Confirm proposal details and dates with Summit
- Alert Summit of any specific programming, space/facility needs that need to be added to proposal and itinerary.
- Submit signed contract and 20% deposit when program is confirmed – this secures your booking.

One month prior to Camp

- Distribute Suggested Clothing & Equipment list (*provided by Summit*) to all students who will be attending camp.
- Distribute Acknowledgement of Risk form to all students. Students will not be able to participate in activities if this form is not returned to Summit signed. Please note that accompanying teachers and chaperones must also receive and sign these forms.
- Collect information from students regarding medical conditions, allergies, and dietary restrictions, on the camper medical form.
- Confirm final student numbers and submit final payment by date is specified on contract.
- Follow up any medical or dietary concerns with participants. If there are any allergies that are anaphylactic in nature, ensure students have an EpiPen
- Inform Camp Summit on the type of programs that you would like offered, from Archery to Climbing.
- * *The Camp Summit Director will email out a proposed program itinerary with program choices. You will also receive how many rotation groups will be needed and how to split the students up into groups. Information on how many tent cabins you have will also be provided to divide the students,*

One week prior to Camp

- Provide detailed list of students who will be attending Camp Summit – medical and dietary information **MUST** be included on this list & communicate any last minute changes in participant numbers to Summit.
- Students with WHEAT-GLUTEN allergies or other severe dietary restrictions may need to provide supplemental food for program. It may be necessary to organize this with students & parents and communicate to Summit.
- Communicate to Summit any information about participants with existing medical conditions or special needs that will be attending program
- Confirm with Summit the schools arrival/departure times.
- * *You will receive the final program schedule and Final Payment reminder.*

During Camp

- Upon arrival communicate 'actual' student numbers.
- Attend a quick meeting regarding an introduction to the facility and its rules, regulations & teacher expatiations.
- One teacher or supervisor will be responsible for each rotation group, and will be required to travel with that group to each program area.** The expectation is to help with the supervision of the students and help with any behavior issues that may arise during program.
- Teachers and supervisors are responsible for administering any student medications, and minor first aid care. If major first aid is required Camp Summit staff will be available.
- Communication with any parents that way call camp.
- Night time supervision starting at 8:45pm. Responsible for night time supervision until all students are sleeping.
- Morning supervision if students wake up before 7:45am
- Communicate with Summit Host any concerns or questions

Last Day of Retreat

- Arrange for site clean-up by group: tent-cabins must be swept & clean, garbage must be collected and put in appropriate receptacles. Any damage must be reported to Summit Director.
- Collect any 'lost and found' items from your school to take back with you.
- Collect any final billing from Summit for additional students, or any incidental charges to take back with you.
- Participate in a evaluation meeting hosted by the Camp Summit Director to get your thoughts on the program, and talk about potential dates for next year.

Post Camp

- Arrange & send payment for any additional participants that attended program or any incidental charges

We are so excited and grateful to share Summit with you and your group! If you have any questions regarding your responsibilities please don't hesitate to contact us. See you soon!

