



Preparing for your Day Trip to Collin County Adventure Camp

We hope your visit will be fun, educational, and filled with memories that last!
Preparation is easy!

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Paperwork and forms:

1. The only paper we require is a **Release Form**, available as a download from our web site: www.collincountyadventurecamp.org, for *Teachers*. The form is in both English and Spanish.
2. You will want to bring along **medical forms** for your students. Since medical care is the school's responsibility, you may use any forms you like. Many schools use the forms already on file.
3. **Regarding billing:** We will do a "Billing Report Form" when you are here, which records the number of people who actually attend. Our office will make a bill from that, and send it to your school. This avoids any last minute changes to the numbers, and you do not have to bring money with you!

Program planning

4. **Times:** We can certainly work around the requirements of your bus schedule. And our staff members are very flexible around time changes due to traffic, weather, or anything else!
5. **Classes:** A menu of our programs is available on our web site, or I can send it to you. Our prime concern is providing the program YOU WANT. Please feel free to ask about new or customized classes and activities. After we talk about what you want to do, I will make a schedule draft and send it to you for review. Once the schedule is finalized, it's a good idea to make a copy for each attending leader.
6. **Numbers:** We appreciate having a good sense of how many people we are feeding and teaching, if you could let us know a few days before. We bill for the number of people who actually attend, or the contracted guaranteed minimum, whichever is greater. Parent chaperones are welcome; they are charged the same fee. We ask that all vehicles park in the lot.
7. **Weather:** As long as we are safe and happy, we will go outside. Our staff monitors the weather conditions actively. We have light rain plans and severe weather plans in place, with indoor space and alternative activities ready. If the weather cancels school, or makes conditions unsafe at camp, we can postpone the program, and work together to find a different time.

Preparing program participants:

8. **Bring along:** Please check weather forecasts, and dress comfortably, considering the conditions. Good items to bring: comfortable walking shoes, jacket, raingear, gloves (check the forecast!), water bottle, mud boots if trails are wet. Name tags are nice but not required.
9. **Behavior:** General school rules apply at Collin County Adventure Camp. Our staff is trained in appropriate discipline, but we like to view this as a shared responsibility, as you know the students best! Please let us know of any critical medical or behavior issues.
10. **Food:** Our menu is planned to be kid-friendly, nutritious, and offer variety. Lunch includes a big salad bar. Every meal offers two entrees, vegetables, and selections for vegetarians. We serve no peanut products; soy butter and jelly are available. Drinks include fruit punch, juice and water. Coffee and tea are also available.

Come back & see us! We try to make the equivalent date available for each group year after year, though we are happy to look at different dates too. Some groups like to visit several times a year!