



# Preparing for your Overnight 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. Double check that your contract is correct, signed, returned, and deposit is in.
2. You will want to pass out the *Bring Along List*, available on our web site. *Being a Parent Chaperone*, and general camp information and maps are available as well. You can customize forms as you like.
3. The only paper we require is a ***Hold Harmless Form***, available as a download from our web site: [www.collincountyadventurecamp.org](http://www.collincountyadventurecamp.org), *for Teachers*. The form is in both English and Spanish. You may bring the completed forms with you when you come for your program.
4. 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. Should an accident occur, we must generate an *Accident Report Form* for our records.
5. **Regarding billing:** When you are here, we will do a *Billing Report Form*, which records the number of people who actually attend. Our office will create 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!
6. We will also provide and collect **Program Evaluation forms** toward the end of your visit.

## Program planning

7. **Communication:** A solid, candid and communicative relationship before, during and after the program is key to success. We are happy to communicate in any way that works well for you; in person at your place or ours, telephone, email, etc.! We have an Outdoor Education overview Power Point slideshow that can be sent out, and I can send you information as needed. We want to be communicative and organized, but not "pesky."
8. **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!
9. **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. We also have ideas about pre- and post- program activities for back at school.
10. **Numbers:** We appreciate having a good sense of how many people we are feeding and teaching, please let us know a week before the program. We bill for the number of people who actually attend, or the contracted guaranteed minimum, whichever is greater.

11. **Cabins:** Each cabin has 14 beds on Side A, and 14 beds on Side B. It works well to put 12 students and 2 parents in each side; a 6:1 ratio. Use as many cabins as you need; generally you need one cabin for each teacher class group. Parent chaperones are welcome; they are charged the same fee. We ask that all vehicles park in the lot by the dining hall.

12. **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:**

13. **Bring along:** Refer to the *Bring Along List*. Please check weather forecasts, and dress comfortably, considering the conditions. Hand towels are provided, but not bath towels. Beds have mattresses, but not sleeping bags or pillows. 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.

14. **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. Should someone need to go home unplanned, please let us know.

15. **Food:** Our menu is planned to be kid- and adult-friendly, nutritious, and offer variety. We anticipate common food allergies. Every meal offers two hot entrees, vegetables, and selections for vegetarians. Lunch and dinner also include a big salad bar and a vegetarian soup, and the breakfast bar is plentiful. We are happy to work with special dietary needs, help warm up food, etc. We serve no peanut products; soy butter and jelly are available. Drinks include fruit punch, juice and water. Coffee and tea are also available for adults. Sample menus are available on our web site, and you may call our Food Service Director, Paul Tharman 214-667-5643, or email: [ptharman@ymcadallas.org](mailto:ptharman@ymcadallas.org) with questions.

**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. We can do different programs for different ages and groups. Trainings too! Some groups like to visit several times a year!