

Checklist of Responsibilities for the Teacher

Contract received and dates confirmed with the LRCC office.

Contract signed by principal and teacher in charge, then mailed to LRCC with deposit.

Transportation arrangements made.

Adult supervision arranged for each cabin.

Scan and send Voluntary Disclosure Forms for all adults attending camp.

Read all **Outdoor School Teacher Planner** materials.

Parent Letter, Packing List, Medical Release, and Participation Agreement given to parents.

General Policies (from the **Teacher Planner**) read to students.

Have all attending adults read the following materials found in the Teacher Planner:

1. *Responsibilities of School and Camp Staff*
2. *General Policies*
3. *Emergency Procedures*

Schedule classes by filling out the *Planning Questionnaire* and emailing to office@LRCChome.com.

Scan and send cabin assignments, core class roster and elective class roster to the LRCC office.

Collect store money from students and fill out camp store account sheet.

Collect signed health forms and participation agreements from the students.

Make arrangements for a check to be made out to LRCC for the balance due and payable upon arrival.

Bring health forms, participation agreements, camp store money/student account sheet and a check for the balance due to LRCC.

If you have any questions or concerns, please email office@lrcchome.com or give us a call at (909) 797-2513.