

# Camp Ocean Pines Teacher Checklist

- Distribute To Chaperones:
  1. Chaperone Responsibility Sheet
  2. Medical History Form
  3. “What to Bring” List
  4. Student Expectations Sheet
  5. Child Abuse Information
  6. COP Permission and Waiver Form
  
- Distribute to Students/Parents:
  1. Student Expectations Sheet
  2. Medical History Form
  3. Medication Authorization Form (if necessary)
  4. “What to Bring” List
  5. Kayaking release (if kayaking)
  6. COP Permission and Waiver Form
  
- Teacher – forms and other fun responsibilities!
  1. Medical History Form
  2. Camp Ocean Pines Contract
  3. Certificate of insurance
  4. Go over enclosed Student Expectations with your class
  5. Special Concerns List
  6. Create Teaching Groups (15 or fewer)
  7. Assign Cabin Groups of 10 (at least 1 adult, up to 9 students of the same sex)
  
- **Please bring the following completed forms with you to Camp Ocean Pines:**
  1. Student/Teacher/Chaperone Medical Forms
  2. Medication Authorization Form (if you have any)
  3. Signed “Understanding Child Abuse” and Chaperone Responsibility forms
  4. Special Concerns List
  5. Teaching group and Cabin assignments
  6. COP Permission and Waiver Form
  7. Kayaking Release forms (if applicable)