



## CAMP ENCORE/CODA

### SUMMER PREPARATION CHECKLIST

Updated 5/7/08

- ❑ **CLOTHING & SUPPLIES**
  - ❑ Review CAMPER CLOTHING AND SUPPLIES LIST
  - ❑ Order two camp shirts from Maine St. Graphics on the UNIFORM ORDER FORM
  - ❑ Order a name label maker if you want one from COMMON SENSE PRODUCTS
  - ❑ Label all your campers' clothes and belongings
  - ❑ See that your camper has a metronome and a music stand
  
- ❑ **HEALTHCARE INFORMATION**
  - ❑ Arrange appointment for your camper's physical exam
  - ❑ Sign the parent's authorization for treatment on the HEALTH HISTORY FORM 1
  - ❑ Have your doctor SIGN the CAMPER HEALTH HISTORY FORM
  - ❑ Have your doctor SIGN the CAMPER HEALTHCARE RECOMMENDATIONS FORM 2
  - ❑ Send us both HEALTH FORMS
  
- ❑ **MISCELLANEOUS**
  - ❑ Mail final payment of all fees [**due June 1<sup>st</sup>**]
  - ❑ Send in a small **PICTURE** of your camper
  - ❑ Complete and send in activity selections on the SCHEDULE SELECTION form
  - ❑ Supply written comments about your camper, supplemental to the actual enrollment form (please include biographical information as well as current likes, dislikes and special needs)
  - ❑ Make arrangements for email/fax translation with Bunk1.com if you wish
  
- ❑ **TRAVEL ARRANGEMENTS**
  - ❑ Make travel arrangements for your camper, either by auto, plane or bus
  - ❑ Notify the camp of travel arrangements made on the TRAVEL REPLY form
  - ❑ Make your own motel reservations and travel arrangements for Parent's Visiting Day

If you have questions, please give us a call or send an email. In case you need reprints of any of these items, most of them are available on our website: [www.encore-coda.com](http://www.encore-coda.com), on the 'Parents Info' page.

*We look forward to the summer!*