

Fort Hope, Inc.

PO Box 132, Arroyo Grande, CA 93421
(805) 473-9462 www.forthope.org plloomis@hotmail.com

Day Camp Checklist

We are excited about sharing the opportunities Fort Hope has to offer with your group. As you prepare for a Frontier Day Camp with us, we want you to be adequately prepared for your trip, and we need to make sure we have all the required paperwork completed prior to your arrival, so that everyone will have a safe and fun-filled experience. In order to do this, would you please go over the following check list and confirm specific details. **Please return a copy of the completed check list and your Certificate of Liability Insurance to Fort Hope, Inc., PO Box 132, Arroyo Grande, and CA 93421.**

1. Group/School Name: _____
2. Mailing Address: _____

3. Email Address: _____
4. Name of Contact Person(s): _____
5. Telephone and Cell Phone Number(s): _____
6. Name of Attending Leader/Teacher: _____
7. Date of Trip: _____
8. Arrival Time: _____ Departure Time: _____
9. Number of Children: _____
10. Number of Adult Supervisors: _____
11. Fees: _____ Paid: _____

12. Insurance: Your School/Group's Certificate of Liability Insurance issued from your insurance carrier must be on file with Fort Hope, Inc. before your arrival. Fort Hope, Inc. must be listed as additional insured for the date of your trip. The Limit of Liability required is \$1,000,000.

13. **Permission Slips:** Parents/Guardians/Custodians of each child need to sign a Medical/Permission Slip, Release of Liability Waiver, and a Photo/Video Release Form. The Photo release is optional. Forms are available through our website www.forthope.org, or via email at plloomis@hotmail.com. Supervising adults are also required to sign the Release of Liability form.
14. **Supervising Adults:** Please provide at least one adult per ten (10) children, or one adult per small group. We suggest at least three (3) adults per group for additional supervision. Please divide your children into three groups **prior** to arrival. They will stay with their small group during their visit to the Fort.
15. **Safety:** Please go over the Safety Policies with the children and supervising adults prior to your visit to the Fort so they may know what is expected of them.
16. **Lunch:** If your visit is during lunch, please bring a sack lunch and a bottle of water for each child.
17. **Clothing and What to Bring:** Have the children wear “play clothes”, long pants, and comfortable closed toe shoes. They may also want to bring sunscreen, insect repellent, camera (with their name on it), and extra water. We usually provide water or lemonade as well.
18. **What NOT To Bring:** Cell phones, iPods, or other electronics. **Sorry, pets are not allowed.**
19. **Other Concerns:** Let us serve you! Let us know how we can make your Frontier Day experience more enjoyable, or call us with any concerns or questions.
20. **Directions:** A map with directions will be mailed, or emailed, to you prior to your visit, and once we have completed checklist.
21. **Speed limit** on Mary Hall Road is **10MPH**.
22. We like to have the children create a thank you note for the sponsor of their visit. This can be done during their visit, or if done later, please mail the notes to the PO Box. We would also appreciate if the group leader could write a paragraph or two about some of the challenges facing the children in your group, and a special highlight for their group during their visit to the Fort. We like to use these for PR while protecting the children’s identity.

I have read the above check list and will advise the participants and parents/guardians/custodians of the participants of the recommendations for having a safe and fun experience at Fort Hope, Inc.

Contact Person Signature: _____