



Checklist for Schools:

This checklist will help you plan your school's visit to Camp Couchiching. We ask that forms, itinerary confirmation, and dietary surveys be completed at least three weeks prior to the first day of your visit. Thank you!

Steps	Explanation	Completion	Document Name
Step 1: Confirm Itinerary	Please review the sample three-day itinerary included in this school package. Our Camp Director, Lori (Lori.oelccaso@gmail.com), will connect with you to customize your own school itinerary, specific to your students and your goals for the program. Together with Lori, you will determine which camp activities your students will participate in (like canoeing, gaga ball, high ropes, etc.) and which leadership development activities will be part of your program). Lori will confirm your customized itinerary with you in advance. Please let Lori know if any changes are needed prior to arrival as it is a challenge to amend the itinerary once students arrive at the venue.	Complete: <input type="checkbox"/>	240404 Sample Three Day Itinerary
Step 2: Complete Dietary Survey	Please complete CC Dietary Survey Link	Complete: <input type="checkbox"/>	
Step 3: Complete Cabin Assignment List	Please complete the cabin assignment list prior to your visit. They should be emailed to our Camp Director, Lori, lori.oelccaso@gmail.com	Complete: <input type="checkbox"/>	240327 School Cabin Assignments and Attendees
Step 4: Confirm final numbers week of camp for both students and staff	Student numbers may change the week of camp due to illness or other unforeseen circumstances. Please inform OELC's Program Manager of any changes to student numbers. If there are changes on the day of	Complete: <input type="checkbox"/>	



	arrival, please inform the Camp Director the morning of arrival.		
Step 4: Swim Tests if applicable (swim tests are only required if your students will be participating in swimming or watercraft sports). Leisure Swimming is June and September only. Canoeing is May, June, September, and October	New this year! To save time at Camp Couchiching and maximize student experience, teachers are asked to please arrange for student swim tests in advance of your visit. Proof of completion can be sent to OELC's Program Manager. Please refer to the document <i>Swim Test OPHEA</i> included in this package.	Complete: <input type="checkbox"/>	2402Swim Test OPHEA
Step 5: Health/Medical Forms	Please bring student health forms with you to Camp Couchiching and give them to the Camp Director at the beginning of the camp; they will be returned to you when you leave. Medical forms have been included in this package if your school does not have them on record.	Complete: <input type="checkbox"/>	2024 OELC Medical Form
Step 6: Distribution of information to parents	Please distribute OELC's Parent info and packing list to the parents of all participating students. This will assist as they prepare for their trip.	Complete: <input type="checkbox"/>	2024 OELC Parent info &Packing list
NOTES:			
Insurance	OELC will send you an insurance certificate for your school		Certificate Bundle
OPASSE Compliance list	OPASSE compliance list has been included in your package		OPHEA_OPASSE Compliance Letter
FAQS for schools	FAQS are included in this package		FAQ for Schools



Reminders prior to arrival:

- Please inform Program Manager (lscott@oelccaso.com) of any special requests or accommodations such as health or dietary needs for students and teachers.
- The dietary form is for both students and teachers.
- Please ensure the number of staff arriving at camp meets your school board's requirements.
- Students will receive lunch at Camp Couchiching on the day of arrival.
- Breakfast will be provided before departure on the final day, and students will receive a snack for their bus ride home.
- Please ensure drop off and pick up times align with the itinerary. 11 a.m. is the bus arrival time and 12 p.m. is the bus departure time.
- Tuck shop is cash only and includes OELC swag, chocolate bars, chips, and pop.