

# School Program at Sargent Center

## Preparation Check List

### Step 1

#### Schedule School Program Presentation(s) and Teacher Meeting

- Teacher Meeting
- Parent Presentation
- Student Presentation
- Schedule a Contra Dance (extra fee required)

Contra Dance is a great evening activity! Contra Dance requires an additional fee (\$425) payable directly to the caller. Contact Sargent Center 2 months prior to your date of arrival to schedule a Contra Dance.

### Step 2

#### Send Home School Program documents:

- Dear Parent Letter
- Health Information and Consent Form for School Program
- What Students Should Bring

All 3 pages of the *Health Information and Consent Form* must be completed and page 3 signed by a physician.

*\*Day Program schools only need to complete the first 2 pages.\**

- Arrange Transportation  
Please ask your transportation department to arrive at the following times:
  - 10:30 Arrival
  - 10:45 Departure (We load luggage at 11:00)

### Step 3

#### **The following documents are due 2 weeks before your arrival date.**

- Submit Student Bunk Assignments by fax to: 603.525.4151
- Mail Health Information and Consent Forms to our camp nurse
- Submit Student Group Lists by fax or email

#### Ordering T – Shirts.

If your school would like to order t-shirts please submit your order 3 weeks in advance of the day you would like your t-shirts to arrive. Contact Lucas at Shirtmasters 349A Dover Road Chichester, NH 03258 Toll Free: (888) 784-6730 <http://www.shirtmasters.com>