



CHECKLIST

Please Print and Read the Following Forms:

- Christodora-Manice Education Center Information
- Christodora-MEC Mission
- MEC Field Trips General Information Form
(Please read, contains expectations of school and MEC)
- Sample Schedule Experience Selections Guide (will assist you in FT Lesson Selection Form)
- Policies for School Staff/Teachers/Chaperones
- Recreation Period Supervision Policy for School Staff
- Siesta Period Supervision Policy for School Staff

Please Print and Complete the Following Forms Due prior to your Arrival at MEC:

- MEC Field Trip Lesson Selection Form (submit page 2)
(You have the opportunity to help design your groups field trip, this is optional. We do request that you either submit your selections to MEC or inform us you would prefer we design your trip, notifying MEC within **2 weeks prior** to your Field Trip departure date, see also Sample Schedule Experience Selections Guide.)

Please Print and Complete/Have Completed the Following Forms Due on Arrival to MEC:

- Activity and Tent Group Assignments Form
(may require **prior** submission, please read MEC Field Trips General Information Form)
- Medical Release Form
(must be signed by parent or guardian; **student cannot participate without this form**)
 - Must Include immunization records from school.
(Please read MEC Field Trips General Information Form for details.)
- Parent/Guardian Permission Form
(**student cannot participate without this form**)
- Certificate of Insurance or a letter from the NYCDOE confirming similar declaration

Please Print and Distribute to Students/Parents-Guardians:

- Medical Release Form
- Parent/Guardian Permission Form
- Packing List
- Student Info-Questions, Rules, & Responsibilities
- Information about the Manice Education Center (suggested)
- Our Mission (suggested)
- Sample Schedule For Parents (suggested)