



September 17, 2007

Dear School Coordinator:

The staff here at NorthBay is looking forward to sharing a week of great excitement, adventure and learning with your students. In an effort to make the planning of this week, **November 12th – 16th**, as seamless as possible, we are sending your school everything you should need to register your students and to inform parents and teachers of their responsibilities.

Enclosed is the following:

- The School Planner – a 13-page document of general information about NorthBay for your staff
- Parent Information and Health/Consent forms to be sent home with every student (four page packets)
- Teacher and Adult Responsibilities sheets
- NorthBay Adult Health/Consent forms for teachers and counselors
- Cabin assignment sheets (to be filled out by the school)
- Room requests for teachers (hotel-style rooms)
- NorthBay Orientation DVD and PowerPoint Presentation
- Stamped, addressed envelope to return the forms to NorthBay

Time line for return of information:

- **Immediately: Return the NorthBay School Registration form** (the last page of The School Planner), along with a complete class list. You may fax (443-967-0501) or mail this, but it is **extremely** important that we get this information and have the name of your school contact person.
- **As soon as possible:** Distribute the Parent Information and Health/Consent packets to the students to take home. This is also a good time to hand out the Teacher and Adult Responsibilities sheets.
- **Also, as soon as possible:** Call your district office to arrange **bus transportation**.
- **October 23rd** is the deadline for student Health/Consent forms to be returned to the school.
- **October 25th** mail all the Health/Consent forms that have been returned to school back to NorthBay in the stamped, addressed envelope we have provided. We strongly suggest that you make copies (of the first page only of the Health/Consent form) and keep them for backup. Also, include your student cabin lists and teacher room lists. NOTE: We recognize that you probably will not have all of your forms in by this date, *but it is critical that you send us whatever you do have*. We need this time to enter the information into our computer system and for our nurse to follow up on any incomplete health forms.
- **Wednesday, November 7th** is the absolute deadline for returning Health/Consent forms and registering new students. These final forms should be faxed to our office as you receive them (443-967-0501). Any changes to you cabin lists are also due at this time.

For any questions or concerns, please do not hesitate to call Heather O'Rourke at 443-967-0500.

Hans Cooper
School Coordinator
443-674-9118 (cell)
hcooper@erickson.com (email)