

Edwards YMCA Camp

School Information Sheet

Please return this form at least 3 weeks before your visit

School Name _____ Grade(s) _____ Dates at Camp _____

Contact Person _____ Title _____

Contact Phone _____ Best Time to Call _____

Email _____

Guaranteed Numbers

Students _____ Teachers _____ Chaperones _____ Total #s _____

You will be charged for your actual number or 85% of your guaranteed numbers, whichever is greater.
To make changes please contact the camp office at least **2 weeks** before your visit.

Arrival

To ensure clean lodging for all of our guests the earliest move in time is **11:00am**.

Arrival Time _____ What is the first meal to be served by Edwards? _____

Departure

While programming can continue after breakfast, the move out time for each lodging area is **8:00am**.

Departure Time _____ Are you having Lunch on your last day? _____ What time? _____ Hot Lunch
 Sack Lunch

Dining Hall

Cabin groups eat in the main dining area - **10 / table**
Lodge groups eat on the Porch - **6-8 per table**

How do you want your students to be seated?

By Cabin Assigned Seats Free Choice
(Please send us a copy)

Would you like a teacher table? Yes ___ No ___

Do you want a grace before the meal? Yes ___ No ___

Do you have any birthdays during your stay?

Name _____ Date: _____

Name: _____ Date: _____

Dietary requests are located on next page

Lodging

Please indicate what lodging you are planning on using that we can ensure everything is set and cleaned for your visit

<input type="checkbox"/> Blackbird (10)	<input type="checkbox"/> Pontiac (10)	<input type="checkbox"/> Loft (11)
<input type="checkbox"/> Black Hawk (10)	<input type="checkbox"/> Red Cloud (10)	<input type="checkbox"/> Runge (32)
<input type="checkbox"/> Cochise (10)	<input type="checkbox"/> Sacajawea (12)	<input type="checkbox"/> Hoffer (34)
<input type="checkbox"/> Dekorah (10)	<input type="checkbox"/> Sequoia (16)	
<input type="checkbox"/> Hopokoekau (10)	<input type="checkbox"/> Shabbona (10)	
<input type="checkbox"/> Maungzet (10)	<input type="checkbox"/> Tecumseh (10)	
<input type="checkbox"/> Osceola (10)	<input type="checkbox"/> Winnemeg (10)	
<input type="checkbox"/> Oshkosh (10)	<input type="checkbox"/> Waukon (16)	

If you are unsure what lodging is available to you please check your use agreement or give us a call at camp.

Please send us cabin assignment forms 1 week before

Camp Extras

Will your students be visiting the trading post? Yes ___ No ___ Date(s) _____ Time(s) _____

Do you want the camp staff to lead an orientation talk on the first day? Yes ___ No ___ Time? _____

Would you like the camp staff to lead a tour on the first day? Yes ___ No ___ Time? _____

Camp golf carts are available for rent at **\$53 / day**. Would you like to rent one? Yes ___ No ___

Sets of linens (pillow, pillowcase, 2 sheets, blanket, towel, and washcloth) are available only in lodges
for **\$15 / person** - Do you want to rent linens? Yes ___ No ___ How many _____

Schedule of Activities

When scheduling, please keep class groups to 15-20 students to ensure optimal program delivery. Blank schedules are included on the following pages. Please use them to design your perfect schedule.

Dietary Requirements

The entire dining hall and kitchen are tree nut and peanut free facilities. If you have any additional dietary requests please let us know. Include any teachers or chaperones as well.

We cannot provide substitutes for kosher food, vegan food, or soy allergies. If parents would like to send personal food for student allergies that we are unable to accommodate they are welcome to place their food in a zip-top bag, or a snap-top container with the child's name written on each item in permanent marker. We can provide shelf space and/or cooler space as needed.

We must have final numbers and special dietary needs at least 3 weeks before your group arrives

Name	Dietary Restriction
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Snacks and Desserts

Desserts are provided after Lunch and Dinner and are included in the cost of camp. If you are interested in additional snacks throughout the day or night we can provide those at a cost of \$1 per person. You are also welcome to bring your own peanut/tree nut free snacks.

The snack options are **Italian Ice, Popcorn, Ice Cream Sandwiches, Granola Bars, Cookies, and S'mores**

Do you want snacks provided by camp? Yes _____ No _____

Day/Time	Snack	Day/Time	Snack
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All information should be sent to mrutenbar@campedwards.org
or faxed to (262)684-7040

First Day – School _____ Date _____

	Group A	Group B	Group C	Group D	Group E	Group F
Arrival Time:	Arrival at Camp					
10:00-11:00 Optional Activity Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
11:00-11:30	Move into Cabins					
11:30-12:00	Camp Orientation and Tour of Camp					
12:00-12:45	Lunch					
1:00-2:00 Class Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
2:15-3:15 Class Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
3:30-4:30 Class Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
4:30-5:15	Recreation Time -					
5:15	Hoppers to the Dining Hall					
5:30-6:30	Dinner					
6:30-7:30	Get Ready for Evening Program / Recreation time					
7:30-9:00 Evening Program	Camp Staff? _____					
9:00-10:00	Get Ready for Bed					
10:00	Quiet Hours					

When you are building your schedule for your school please fill in the shaded gray areas with desired activities. If you are arriving before 11:00 am, we can still lead class activities, large group game activities, or start an introduction earlier until the lodging is ready.

Please remember to keep class groups between 15 and 20 students to share space, supplies, and staff throughout the camp area.

If you are interested in using the **tube slides** please indicate on the schedule which recreation times you would like, either before dinner or after dinner.

If you have any exceptions to the schedule that you would like, please contact the Outdoor Education Director – Mike Rutenbar.

Middle Days – School _____ Date _____

	Group A	Group B	Group C	Group D	Group E	Group F
8:00-8:45	Breakfast					
9:00-10:15 Class Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
10:30-11:45 Class Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
12:00-12:45	Lunch					
1:00-2:00 Class Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
2:15-3:15 Class Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
3:30-4:30 Class Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
4:30-5:15	Recreation Time -					
5:30-6:30	Dinner					
6:30-7:30	Get Ready for Evening Program / Recreation time					
7:30-9:00 Evening Program	Camp Staff? _____					
9:00-10:00	Get Ready for Bed					
10:00	Quiet Hours					

Last Day – School _____ Date _____

	Group A	Group B	Group C	Group D	Group E	Group F
7:00-8:00	Pack Lodging and move luggage to Parking Lots					
8:00-8:45	Breakfast					
9:00-10:15 Class Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
10:30-11:45 Class Time	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____	Camp Staff? _____
12:00-12:45	Lunch					
Time:	Departure From Camp					

**All information should be sent to mrutenbar@campedwards.org
or faxed to **(262)684-7040****