

Fall Planning Timeline



December - January

- Initial or re-booking of CELP Program Dates
- Provide estimated number of students and chaperones

March

- Receive Contract from CELP with Deposit information
- Return Contract and Deposit within 30 days after receiving [Hold Period]

April

- Receive School Handbook Information from CELP
 - School Information Form
 - Program Planner
 - Food Allergy/Dietary Restriction Form
 - Chaperones/Student Health Forms
 - Chaperone/Parent Packets

August

- *August 1st*: Send Program Planner and School Information Form to CELP for final numbers [Cutoff Date]
- Receive from CELP:
 - Transportation Information
 - Final Invoice
 - Cabin Numbers
 - CELP Activity Group Numbers

Due Two Weeks Prior To Arrival:

- | | |
|--|----------------------------|
| • <i>Final Invoice Payment</i> | • Cabin Group List |
| • <i>Certificate of Insurance</i> | • CELP Activity Group List |
| • <i>Food Allergy/Dietary Restriction Form</i> | • Chaperone List |

Due Upon Arrival:

- Student Health Forms
- Chaperone Health Forms

For agreement and financial questions contact:
For booking and program questions contact:

admin@cic.camp
info@cic.camp

CELP Student:Chaperone Ratio

# of Students	# of CELP Activity Groups	Group Leader Chaperone	# of Chaperones for each CELP Activity Group	Total # of Chaperones
1 - 15	1	1	1	2
16 - 30	2	1	2	3
31 - 45	3	1	3	4
46 - 60	4	1	4	5
61 - 75	5	1	5	6
76 - 90	6	1	6	7
91 - 105	7	1	7	8
106 - 120	8	1	8	9
121 - 135	9	1	9	10
136 - 150	10	1	10	11
151 - 165	11	1	11	12

The Group Leader will be available to supervise students but will not be tied to a particular CELP Activity Group

Total number of chaperones according to the above ratio will receive the Chaperone Rate (1/2 price). Additional Chaperones beyond the listed ratio will be at the Full Rate.

