



## SUMMER 2015 TIMELINE FOR FULFILLING CONTRACT REQUIREMENTS

### February

February 16:

- Signed Original Contract (2 copies) to be returned
- Signed Agency User Rules & Regulations to be returned

### April

April 15:

- First Payment 10% Due

### May

May 15:

- Second Payment 10% Due
- Lost camper Policy submitted
- List of names, phone numbers and email addresses for emergency communications submitted

### June

June 15:

- Third Payment 40% Due
- DOH Camping License & Permits
- Safety Plans approved by DOH
- Complete electronic roster of all campers and staff names **with updates every 2 weeks**
- Medical forms – either access to online database or alphabetized and in binders (for all campers currently enrolled)

June 29:

- Medical forms for campers enrolled since June 15 with updates for any new enrollees on an ongoing basis.

### July

July 15:

- Fourth and Final Payment 40% Due

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#### All documents\* to be sent to:

Henry Kaufmann Campgrounds, Inc., 667 Blauvelt Road, P.O. Box 175, Pearl River, NY 10965

Attn: Deanna Miceli

Email: [deanna@camphkc.org](mailto:deanna@camphkc.org)

\*except signed contracts and medical forms for Long Island & Staten Island