

# Two Week Checklist

**Send in this form two weeks before you attend to:**

[info@ecosinstitute.com](mailto:info@ecosinstitute.com)

Please allow for holidays and breaks when school is not in session.

School _____	Dist. _____	Dates of Attendance _____
School Phone _____		# of Boys _____ # of Girls _____
School Fax _____		Grade (5th/6th) _____ Total _____
Contact Person _____		
Principal _____		
Principal's Home Phone* _____		# of students bringing supplemental food (if any) _____

\*Confidential - for emergency only, after school hours.

Bus Company _____	Bus Phone _____
Dispatcher's Name _____	After Hours _____
Bus will leave school at _____ a.m. Arrival time at OSS is 11:00am on the first day.	

*Buses should arrive on site on the last day at 10:00 a.m. to load and leave by 11:00 a.m. Note: Wednesday departures are at 10:30am. Transportation understands that buses must carry chains during winter weather conditions.*

Check here if completed \_\_\_\_\_

On the morning of departure all students temperature must be taken, recorded, and a copy sent to the program director. Students with a temperature of 100°F or higher will be unable to attend.

**Important: Confirm all special needs students who will attend OSS.**

Student Name	Condition	Parent Name/Phone
1 _____	_____	_____
2 _____	_____	Tel. _____
3 _____	_____	Tel. _____
4 _____	_____	Tel. _____
5 _____	_____	Tel. _____

Teacher's Name *	Male or Female	New to ECOS?	E-Mail Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\* Please note there should be one teacher for every 25-35 students.

Visitors (Principal, PTA, TOSA, etc.)	Date and Time	
Name/Title	Arrival	Departure
_____	_____	_____
_____	_____	_____
_____	_____	_____