

WELCOME to the Acadia Institute of Oceanography! Please read through the attached forms carefully and note those that will need to be completed and returned. All forms can be found at the AIO website under Parent Portal.

- **Health Form** : 2 pages
- **Teacher recommendation form**
- **Refund Policy**
- **AIO Logistics/Reminders**
- **Cell Phone/Electronics Policy**
- **Emergency Medicine requirements***
- **Equipment/Packing list**
- **Travel/Medical Information**
- **Mt. Desert Island Lodging Options**
- **Frequently Asked Questions**
- **Physician Permission for Emergency Med use***
- **Parent Permission for Emergency Med use***

If you are new to our programs, you will need a teacher/educator's recommendation for final acceptance. The teacher may complete the hard copy of the form (attached here) or go to our website (www.acadiainstitute.com) and complete it online. Homeschooled students should attempt to find someone they have worked with in an academic capacity before deferring to their own parent. You will be notified of final acceptance in writing after we receive a satisfactory recommendation. Acceptance is on a rolling basis.

To avoid bringing in any potentially contagious illnesses, Sunday arrival drop off will occur outside. Only students and staff will be allowed in the building on arrival. You may, however, tour the building at the end of the session pick-up and join us for a family lunch cookout if you're able. Arrival is between noon and 4 pm on the first Sunday. Stay in your car and allow the staff to guide you through the intake process before exiting your car to help your child unload. Departures will take place on the last Friday by noon to allow us time to deep clean before the next session. I've attached a list of lodging options if you choose to vacation in the area. We will also pick-up and drop-off students at the Bar Harbor airport or Bangor airport or bus stations, free of charge.

As a reminder, deposits are not refundable as of March 1 and the balance of tuition is due May 1, 2023. If you would like to save \$60, pay the entire balance of the remaining tuition with a check or money order rather than a credit card before May 1, 2023 and deduct it from the total. Please read the Refund Policy and the Frequently Asked Questions attached and found at the website so that you are clear on the terms and conditions when you register your child.

If you have questions, don't hesitate to contact me by email (explore@acadiainstitute.com) or phone (800-375-0058). We are excited to be working with you this summer!

Sherry Christy Gilmore, Executive Director

* These forms are **only** required for emergency medicines that a student must carry at all times (i.e. epi-pen, inhalers, diabetic medicines). If your child must carry one of these medications, you must also submit the doctor's action plan.