



December 7, 2011

Dear School's Out Trip participant,

Thank you for your interest in the School's Out Trip to CocoKey Water Resort. Below are details about the trip:

Where & When to Meet:

- The trip is on Friday, January 20, 2012.
- Meet & return from the Recreation Annex Building which is at 10115 Montgomery Rd. Once everyone has checked in, we will all board the bus. Transportation is by Sycamore School bus.
- The time of the trip is **9 a.m. to 4 p.m.** If we encounter an unforeseen delay in returning from the trip (ie. traffic) we will contact you on the emergency contact phone number to give you an update on our return time.

What to bring:

- Please bring swimwear and a towel. Towels are not provided by Coco Key Resort. We encourage kids to come dressed in their swimwear.
- Please bring clothes so kid's change into dry clothes after the water park.
- Optional: Kids may bring money for extra snacks at concessions. Pizza, drink and an ice cream treat will be provided and are included in the registration fee. CoCoKey does not allow outside food and beverage to be brought into the water park.

Who to contact:

- The trip is led by the City of Montgomery Recreation staff. Our contact information is:  
Julie Machon, Assistant Recreation Director, 792-8316, Cell Phone for Day of Trip is: 513-295-3399
- We are headed to: CocoKey Water Resort at the Crowne Plaza Cincinnati North Hotel at 11320 Chester Road in Sharonville. Their phone is 513-771-2080 and we will be at CocoKey from 10 a.m. until 3 p.m.

Other information:

- Safety is our #1 priority. Not only will there be lifeguards at CocoKey but each participant will be assigned to a smaller group led by one of our chaperones and this group will be together the entire time at the water park. One chaperone for every 6 kids is required. Our chaperones will be actively watching their group and will be in their suits and in the water with the kids. Our chaperones include: Julie Machon, Assistant Recreation Director, a police officer and 2 other volunteers we are seeking. We have 4 chaperones for a maximum of 24 kids. We NEED 2 additional volunteers to meet ratio requirements. If you are interested in volunteering, please contact DeAnna at 792-8317.
- Our minimum number of kids to run the trip is 20 and if we do not reach the minimum we will contact parents to let them know the status of the trip. The registration deadline is Friday, January 13. The maximum number of kids for this trip is 24.
- CocoKey has indicated that in the morning, they rotate attractions (Lazy river, Large slides) every 30-45 minutes so not all attractions are open at the same time in the morning.
- A Pizza Hut personal cheese pizza and drink is provided for lunch at CocoKey and we will all eat lunch together around noon. Later we will enjoy an ice cream treat. Pizza, drink and ice cream treat are all included in the fee.

We look forward to the trip. If you have any questions, please don't hesitate to contact me at 513-792-8316, on my work cell at 513-295-3399 or at [jmachon@ci.montgomery.oh.us](mailto:jmachon@ci.montgomery.oh.us).

Sincerely,

Julie Machon  
Assistant Recreation Director