



The Teachers Guide to Preparing Your Class Trip

The Santa Cruz County
Outdoor Science School

2018-2019



Attendance Dates _____

At the Beginning of the School Year

Logistics and Communications with the Outdoor Science School

- Attend the Classroom Teacher In-service given by the outdoor science school staff to receive background information and support for pre-outdoor science school preparation. (You should receive a flyer in the mail and/or by email).
- Confirm your school's attendance dates with the outdoor science school, your grade level team and the school principal.
- Go to <https://scienceschool.youcanbook.me/> to book a parent presentation. We also have a detailed online parent presentation available in English <https://youtu.be/m9XDEwZyeoE> and in Spanish <https://youtu.be/kTUhE35zGDc>
- Arrange for transportation to and from the outdoor science school. Arrange transportation so **that you arrive at the Outdoor Science School on your first day between 10:15 -10:45 AM** and that you depart the Outdoor Science School at 11:00 AM (**buses/cars should arrive on campus at 10:30 AM**) on your final day. Teachers will be responsible for student supervision before 10:15 AM on the first day and after 11:00 AM on the final day. If you plan for parent cars to drop-off and pick up luggage separately, the best times are; drop off (beginning of the week) = 9:30am, pick up (end of the week) = 8:30am.
- Complete the *Teacher Registration Form* to bring with you on arrival day

Preparing the Students

- Inform the students about the program at the outdoor science school and the dates of participation. Begin to generate enthusiasm among the students!
 - If possible, you may want to invite one or more of your positive, articulate students from last year's group to speak to this year's class about their experiences at the outdoor science school.
 - Show movies and/or slide shows from past groups at outdoor science school.
- Discuss fundraising goals and strategies with your students.

Preparing the Parents

- Inform the parents about the program at the outdoor science school and dates of participation. Begin to generate enthusiasm among the parents!
- Communicate fundraising goals and strategies with parents. Look for positive, enthusiastic and supportive parents who might take a leadership role in your fundraising efforts.

1-2 Months Prior to Attendance

Logistics and Communications with the Outdoor Science School

- Call or email the program coordinator at 831-466-5803 or 831-722-8222 (jlangle@ santacruzcoe.org) with the number of girls and number of boys that will be attending. This information is crucial for recruiting the appropriate number of cabin leaders.
- If you are organizing for cabin leaders to come with your class/school, contact the cabin leader coordinator at 831-466-5716 (cabinleaderinfo@santacruzcoe.org).
- Confirm transportation to and from the outdoor science school.

Preparing the Students

- Present relevant lessons to prepare students for the science lessons at the outdoor school (see curriculum guide).
- Work with students to establish goals as well as social and behavioral expectations at the outdoor science school. Please emphasize that they will be attending a different kind of school, but a school nonetheless, as opposed to a summer camp.
- If desired, call other teachers from schools that will be attending with your school to arrange pen pal exchange.

Preparing the Parents

- Invite parents to the evening parent presentation (see invite template).
- Send home the parent packet. Establish a due date for the following completed forms:
 - Student Registration and Health Form
 - Authorization to Administer Medication form
 - If needed (not required) - Special Dietary Needs form and the Anaphylaxis Action Plan.
 - T-Shirt/Sweatshirt Order Form
- Ask parents of students who will need special accommodations (including food restrictions) to contact us no later than one month before their child will attend. Parents may arrange a visit to the site prior to the week of their child's attendance. Please see page 14 of the Teacher Handbook: Logistics for more details on special accommodations.

Two Weeks Prior to Attendance

Logistics and Communications with the Outdoor Science School

- Complete the *Two Week Checklist* and fax to the director/program coordinator at 831-466-5946. Be sure to include information regarding students with special needs. Special needs include medical conditions, food allergies, severe ADHD, physical, mental and/or emotional disability, or any other student needs that you feel we should be aware of.
- Organize students into partner groups and complete the *Cabin Partners Lists* following the procedures listed in the Forms and Logistics Guide. **Fax or email to the director/program coordinator at least 10 days before your program week begins.** Be sure to make a copy of your cabin assignments and bring them with you on arrival day, just in case.
- Make copies of each student's *Registration and Health and Authorization to Administer Medication Forms*
- Prepare lessons/materials (including pencils) for the 20-30 minute classroom meetings you will facilitate each evening after dinner at the outdoor science school. See page 9 of the Teacher Handbook: Logistics for ideas on this.

Preparing the Students

- Make provisions for those students not attending the outdoor science school.
- Order first-day bag lunches for students on a free or reduced meal plan
- Review the "What to Bring" List (in the parent packet). Emphasize the importance of a water bottle. Also highlight the items in the *do not bring* column. If students bring any of the *do not bring* items, we will ask that they be turned into you for safekeeping until your departure. Discuss the need for special clothing appropriate for seasonal weather requirements, e.g. raingear, warm jacket and warm hat for evenings.
- Stress that all medications to be dispensed during the outdoor science school week will be turned in to you (properly identified and in its original container) on the morning of your departure from your school. No medication should be in the personal possession of a student (with the exception of asthma inhalers and epi-pens when necessary).
- Remind students to pack a bag lunch on the first day since food is not provided for the first meal at the outdoor science school. You will collect these lunches in a box on the morning of your departure. Don't forget a lunch for you too!
- Remind students that stamps and envelopes are not available on site. They should pack these in their luggage.

- Advise students to mark name and school on all clothing and personal belongings. Emphasize their responsibility for their own possessions at the outdoor science school.
- Prepare your students for separation from parents, differences in food and food preparation. Discuss the importance of personal health habits.
- Review the Behavior Expectations Form with the students. Send home for student and parent/guardian to review and sign. Emphasize the importance of following the rules and the consequences for breaking the rules (see Logistics Handbook).

Preparing the Parents

- Collect completed forms from the parent packet. Keep each, individual student's Registration and Authorization to Administer Medication form stapled together, then make three piles: One pile with all of the students' registration and medical forms, one pile with all of the behavior expectation forms and one pile with all of the t-shirt/sweatshirt order forms.
- Each check for T-Shirt/Sweatshirt orders should be stapled to its matching order form. Cash should be put in an envelope and stapled to the order form.
- Verify that all Student Registration Forms have been completed and signed (front and back) by a parent/guardian. If we do not have a child's authorization to participate in our program they will not be able to stay on campus.**
- Remind parents to send mail early to ensure that the letters arrive on time.
- Remind parents not to pack the items on the *do not bring* list (candy, gum, cell phones, tablets, mp3 devices, etc).
- Remind parents that we ask that they do not visit the outdoor science school during their child's dates of attendance. (In the case of special needs or concerns, parents may arrange a visit to the site prior to the week of their child's attendance).
- Assure parents that we will call if we have concerns about their child's health, safety and/or behavior. No news is good news. They may call the site at any time. Frequent/numerous calls, however, tie up the staff and have a negative impact on the program. Discourage "check in" calls.

Morning of Departure

Logistics and Communications with the Outdoor Science School

- Make sure all Registration Forms are turned in to you and signed. Be sure that any materials you are taking with you (important forms) are not left behind in the confusion.
- The forms that you bring to us should be in the following piles:
 - 1st pile = each student's registration and health form, authorization to administer medication form and the special dietary needs/allergy and anaphylaxis action plan. Stapled together for each student. Alphabetical if you have time 😊.
 - 2nd pile = all of the behavior contract forms
 - 3rd pile = all of the store order forms with checks/envelopes attached.
- Collect medications and put them in one box (or more if you have many) to give to the health supervisors upon arrival.
- Collect student lunches in a box(s). Students should not put their first day lunch in their luggage.
- Take a deep breath and look forward to a wonderful week with us in the redwoods! Know that all of the hard work required of you to complete this checklist is greatly appreciated by the Outdoor Science School staff – of which you are about to become an extremely important part. THANK YOU!! We look forward to seeing you on campus!

Preparing the Students

- Students should be dressed in proper clothing for hiking and outdoor activities (long pants and close-toed shoes) on the morning of departure.
- Distribute nametags for students and teachers to wear - not necessary but helpful!
- Collect all money, food, gum, electronic devices, cell phones and other prohibited items from the students.
- Ensure that your students have a water bottle.

Preparing the Parents

- Thank parents for everything they have done to make this trip possible for their child!