

Trip Preparation Checklist

Up to 2 - 6 months prior to the trip (the first steps):

- Designate a lead teacher who will be the main point of contact between the school group and Outdoor Classroom.
- Arrange transportation (Reserve buses).
- Inform parents, students, and the school nurse of the experience.
- Begin chaperone recruitment, 1:10 ratio. Remember gender ratios depending on student gender ratios.
- Determine the actual cost to the students (account for bus costs, additional chaperone costs, fundraising, etc).
- Send the Family Packet home to any students who may want to attend the trip.
- Set due dates for paperwork and money to be turned in.

4 - 6 weeks prior to the trip:

- Your Program Coordinator will send you a draft schedule - please look at this and let them know if you see any issues . (Make sure the bus is scheduled to arrive and depart at times that correspond with the draft schedule!)
- Your Program Coordinator will send you a google sheet that you will use to create **Field Groups, Cabin Groups, and Dining Groups if applicable**. This is also where you will relay any major medical, behavioral issues and/or dietary restrictions/allergies that we need to be aware of.
- Collect and organize any student paperwork - Please alphabetize forms by last name and check for missing signatures / incomplete information.
- Let your Program Coordinator know about any updates to the student count and gender ratios. If you have any students with complex or major medical issues, please contact our Health & Wellness Director, **Kim Perkinson** at Kim@outdoorclassroom.com.
- Assign chaperones to cabin groups.

1-2 weeks prior to the trip:

- ❑ Complete the “Student Groups” google sheet. ***You must fill out this specific document completely when making field groups and cabin groups - please DO NOT make your own!***
- ❑ Mail or scan all student paperwork to your Program Coordinator . ***We need these documents at least 7 days prior to your arrival day.***

The Morning of Arrival Day:

- ❑ Collect all student medication (prescription and non-prescription). Rescue medication (inhalers, epi-pens, etc should be brought to Outdoor Classroom in the same vehicle as the student).
- ❑ Bring any paperwork that was submitted late. Please bring the hard copies of any paperwork that was scanned to us ahead of time.
- ❑ Once you are on the road, please contact your Program Coordinator so they have an update on your estimated arrival time!

Greetings from Outdoor Classroom,

We're excited that you and your students are joining us at Outdoor Classroom. We also appreciate the work you do to make this trip possible!

This packet includes information that will help your school prepare for your visit, including general information and tips, and a trip preparation checklist.

Please review all materials and let us know if you have any questions. We're happy to provide any additional information and support your needs. Feel free to contact the Program Coordinator at your site, or contact our main office, at: (603) 539 8053 or info@outdoorclassroom.com.

We look forward to working with you and your students!

Thanks,

Outdoor Classroom Staff

Outdoor Classroom Locations

Location	Host Site	Address
Freedom, NH	Camp Cody	9 Cody Rd, Freedom, NH 03836
Ocean Park, ME	Ocean Wood Camp	17 Royal St, Ocean Park, ME 04063
Groton, MA	Grotonwood Camp	167 Prescott St, Groton, MA 01450
Yarmouthport, MA	Camp Wingate Kirkland	79 White Rock Rd, Yarmouth Port, MA 02675
Lakeside, CT	Camp Washington	190 Kenyon Rd, Lakeside CT 06758
Ivoryton, CT	Incarnation Camp	253 Bushy Hill Rd, Deep River, CT 06417
Great Barrington, MA	URJ Eisner Camp	53 Brookside Rd, Great Barrington, MA 01230

Overview of the Program

Outdoor Classroom is a residential outdoor education program that focuses on science, social and emotional learning, engineering skills, and teambuilding. Our lessons are standards-aligned and each program is customized to support student learning in the classroom. Hands-on lessons focus on building critical thinking skills and exploring the connections between the natural and human-made world.

We work with each school group to personalize and design a program that best fits the needs of the group. Each program is rooted in the following components: Field Group, Class Choice, Large Group Activities, Evening Programs, Meals, and Free Time.

Students at Outdoor Classroom are always supervised by adults. Outdoor Classroom staff are responsible for leading all day and evening activities. **Overnight cabin supervision and free time supervision are the responsibility of the school's chaperones and teachers** (unless other arrangements have been made). A medical staff member is available on-site 24 hours a day.

Below is an example of a typical day:

7:00 Wake up 7:30 Morning Meds 7:40 Set/ 8:00 Breakfast 9:15 Field Group or Large Group Activity 11:30 Free Time 11:40 Set & Lunch Meds/12:00 Lunch 1:15 Class Choice 2:45 Break/Snack	3:00 Class Choice 4:30 Free Time 5:10 Set & Dinner Meds/5:30 Dinner 6:45 Evening Activity 8:30 Quiet Sing Nighttime Meds 8:45 Back to Cabins
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General Information

Teachers and Chaperones

The school must provide chaperones and/or teachers at a ratio of *at least 1 adult:10 students*. *Chaperones and/or teachers at a ratio of 1 adult:8 students are complimentary*. Additional chaperones and/or teachers must pay a fee equal to 70% (percent) of the student cost. One-to-one aides will not be charged. The number of additional adults a school can bring depends on the space available in the cabins.

Chaperones can be college students, parents, and/or teachers depending on the school's wishes. However, all chaperones **MUST** be 18-years or older and meet any other school district guidelines.

Chaperones and/or teacher's primary responsibilities include overnight cabin supervision and transition/free time supervision. During the day, chaperones and/or teachers are more than welcome to join the Outdoor Classroom activities. They can also relax around camp or use the wifi where available.

Outdoor Classroom instructors and medical staff will handle most minor situations that arise, however, we may ask for teacher support regarding behavior situations, homesickness, medical issues, and other scenarios as needed.

Some private teacher accommodations are available upon request.

Visitors and Guests

We ask that parents who are not chaperoning do not visit their children. Visiting parents may not only distract their child but make others jealous or homesick as well. Students are not permitted to have cell phones at Outdoor Classroom. This is to encourage them to enjoy life "unplugged", live in the moment, gain some independence and appreciate their surroundings.

Payment and Fees

Two weeks before the trip, the Program Coordinator and the lead teacher will verify the number of students, adults, and services provided. In the event that the student or chaperone numbers increase from the number agreed to on the contract, the lead teacher must contact the Program Coordinator to confirm if additional space is available. Invoices will be sent out from Outdoor Classroom business office and payment is due in full one week prior to your program start date, unless other arrangements have been made in advance. All student checks should be made payable to a school fund and the school should write a check made payable to "Outdoor Classroom". We will not accept individual checks from the parents. Please mail all payments to:

Outdoor Classroom
PO Box 4627
Portsmouth, NH 03802

Health Care

First Aid & Medical Staff

Staff are trained in first aid and CPR. Outdoor Classroom provides a medical professional that is on-site for the duration of your trip. Our medical staff is there to support all students. If you have a student who requires 1:1 medical support, which may include but is not limited to: diabetes monitoring, seizure disorders, extensive allergies, etc. please provide a chaperone/teacher who can take on that role.

Health Office

Outdoor Classroom provides a medical professional who is on site for the duration of your visit. They will be available for medication administration, first aid, illnesses and on call overnight for emergencies. Please note that the office does not have a place for students to lay down. If students are not feeling well and need to lay down, a chaperone will be asked to take them back to their cabin. Our office is supplied with basic first aid needs and over the counter medications that are listed on our student packet on page 8.

Food Allergies/Restrictions

Each of our facilities can accommodate a number of food allergies, intolerances, restrictions, and preferences. Guardians and chaperones will indicate any dietary needs in the planning packets. Please notify your Program Coordinator of all student, teacher, and chaperone allergies/restrictions at least one week prior to the trip.

Emergency Medical Services

Any accident, injury, or illness that is beyond the staff's level of training will be handled by a visit to the Emergency Room or Urgent Care center. A situation that is or might be life-threatening will be handled by calling the Emergency Medical Service (EMS) system 911. A teacher or chaperone, provided by the school, must accompany the student to the hospital/doctor.

Medications

A dedicated teacher or nurse from the school will **collect all student medications prior to departure**. Most teachers choose to collect them from families the morning of the trip, but you may choose to collect them earlier. Children are not permitted to keep medications on their person (unless a specific arrangement has been made between Outdoor Classroom medical staff and the student's guardian). This includes prescription and over-the-counter medications (i.e. Tylenol, cough drops, Tums, Melatonin, vitamins, etc). All medications need to be sent **in the original bottle/packaging with the Doctor's name, dosage, usage instructions on the bottle/packaging, and a doctor's note** if applicable. Parents place the bottle/package in a clear ziplock bag with their child's name on it. Please check that all medications are turned in properly. All medications will be distributed by a qualified Outdoor Classroom medical staff member.

Chaperone Expectations

As the lead teacher, you will also need to make sure that the teacher and parent chaperones attending the trip understand their role and responsibilities. This is especially important for parent/guardian chaperones who are not used to supervising other people's children on this scale.

We also suggest having a chaperone meeting prior to the trip where you can lay out expectations. If you would like, we would be more than happy to run a virtual meeting for your chaperones!

Behavior

Below is a copy of Outdoor Classroom Behavior Expectations from the family packet. We require every student and their family to read the expectations and sign an acknowledgment statement.

Outdoor Classroom is committed to providing a safe, positive experience for all students. As part of the Outdoor Classroom community, students are expected to be familiar with and follow Outdoor Classroom behavior expectations. Students who are unable to follow them may be disciplined and sent home at the discretion of the school. Parents/Guardians are then expected to pick up their child. Please discuss these expectations with your child prior to the field trip.

- Students must remain with their group and Outdoor Classroom instructor or teacher/chaperone at all times. Students should never be alone in camp or leave the property alone.
- Students must remain in the cabins with chaperones after lights-out.
- Students may not have in their possession any prohibited items (please review the Packing List to view the complete list).
- All medications should be given to the school teacher or Outdoor Classroom medical staff.
- Students are asked to take care of the property and report any damages.
- Students should use any equipment for its intended purpose and in a safe manner.
- Physical fighting or altercations are not tolerated at Outdoor Classroom and may result in immediate separation or dismissal without refund of tuition.
- Bullying is not tolerated at Outdoor Classroom and all suspected bullying instances will be dealt with firmly and may result in immediate separation or dismissal without refund of tuition.
- All school rules will be enforced at Outdoor Classroom.

Helpful Planning Information

- Have at least one chaperone bring a vehicle on the trip (this can be useful in a variety of situations).
- The cost we have quoted you does not include the bus fees. Be sure to include this before you inform families of the final cost.
- Set the deadline for student and chaperone paperwork to be turned in at least one month prior to the trip. You will need to use those documents to collect some information that we need at least one week prior to the trip.
- Thoroughly check that all student paperwork is complete - participants cannot be on-site without it. If we find missing information/signatures on arrival day, teachers will need to call families to get the missing information.
- **We encourage you to set up both a parent/guardian and student virtual information session for the students coming on the trip. A member of Outdoor Classroom will present information and answer parent/guardian, student, and teacher questions.**