

Teacher Checklist and Steps to Success

Waskowitz Outdoor School

To help you plan for your week at Outdoor School (updated Fall 2018)

Important Forms	Where is this Form located?	Date Due	Where does this Form go?
Permission Slips (<i>send home <u>ONE month prior</u> to your program-please compile dietary and medical info from these forms into the Student Information Spreadsheet</i>).	Waskowitz website	Upon Arrival	Bring to Waskowitz
Medication Authorization Form (<i>send home <u>ONE month prior</u> to your program-only student who take medications at outdoor school need to return this form</i>).	Waskowitz website	Upon Arrival	Bring to Waskowitz
Shirt/Sweatshirt Order Forms and Spreadsheet (<i>send home <u>ONE month prior</u> to your program-compile order information in the Spreadsheet and email the Spreadsheet to Carey and Kelsey at least 3 weeks prior to your program</i>).	Waskowitz website	3 weeks prior to your program	Email to Carey and Kelsey
Cabin List Student Numbers Form (<i><u>LEAD</u> teacher only. I need one set of numbers from your whole school.</i>)	Emailed directly to Lead Teacher	Submit as soon as possible	Submit online
Teacher Planning Form (<i>Google Doc online</i>)	Waskowitz website	2 weeks prior to your program	Submit online
Student Information Spreadsheet (<i>Word Doc online</i>)	Waskowitz website	1 weeks prior to your program	Email to Meredith
Cabin Roster (<i>your customized roster will be emailed to the Lead Teacher as soon as we have Cabin List Student Numbers Forms from all teachers participating during your week</i>)	Emailed directly to the Lead Teacher	1 week prior to your program	Email to Meredith

Waskowitz Contact Information

	Waskowitz Office (Burien)	Waskowitz Campus (North Bend)
Contact:	Carey Gannaw Office Manager for Waskowitz/WELS	Meredith von Trapp Dean of Environmental Education Kelsey Walker Office Manager North Bend Office
Phone:	206-631-7626	425-277-7195
Email:	carey.gannaw@highlineschools.org	meredith.vontrapp@highlineschools.org kelsey.walker@highlineschools.org
Fax:	206-631-7647	425-277-7197

Before Outdoor School:

1. If you are a “New to Waskowitz” teacher – attend the mandatory training weekend.
2. Send home Permission Slips **one month prior** to your program. Send email, information and/or PowerPoint presentation to your students’ families to help them know how to support their child through this experience. Suggestion: host a “Waskowitz Night” at school. Give a presentation and have all the necessary paperwork for parents to fill out on this night.
3. Send home Sweatshirt Order Form and then compile order information into the Sweatshirt Spreadsheet and email to Carey Gannaw and Kelsey Walker. Sending the spreadsheet at least **3 weeks in advance** helps to ensure we have the ordered sizes available.
4. As permission slips are returned to you, fill out the Student Information Spreadsheet. Email the spreadsheet at least **2 weeks prior** to your program to Meredith von Trapp in the North Bend office. Please include all necessary medical and dietary information on this spreadsheet so that we can better serve your students.
5. Make nametags for all your students to wear during outdoor school. Using recycled materials is a great way to introduce environmental stewardship when working on this task. Nametags that students can wear like a necklace work best.
6. **Two weeks prior to your program**, Waskowitz will provide each lead teacher with a customized cabin roster. Fill in the blank cabin roster and send it to Meredith von Trapp 1 week prior to your program. Waskowitz will combine the rosters from each participating school to create one master cabin list. All teachers will have the opportunity to view the master list on the first day of outdoor school to check for concerns and/or last minute additions or absences.
7. Look over the Teacher Planning Form and think through the educational components of your program. Refer to the Planning Your Week Packet for more detailed information about your program choices and lesson options.
8. Complete and submit your Teacher Planning Form (Google doc online) **2 weeks prior** to your program – contact Meredith von Trapp with questions (see contact info above).

9. After all the teachers attending during your week have submitted their Planning Forms, Waskowitz will create a master schedule and it will be emailed to you (refer to the Planning Your Week packet for a sample master schedule).
10. Prepare your students:
 - Review the suggested vocabulary section in the curriculum guide and introduce or reinforce these concepts with your students.
 - Emphasize cooperation and respect for others and themselves.
11. Create student groups:
 - Be thinking about how to divide your students into small groups. You will not know how many leaders you will have until you arrive at camp, but if you already have your students divided into 3 and/or 4 small groups then you can quickly assign one leader to “supervise” one group during instruction. Assigning one leader to the same group throughout the week helps with student management and allows the leaders to develop rapport with a smaller group of your students.
12. Prepare yourself:
 - You will have access to a fridge and coffee pot, so feel free to bring snacks/treats/coffee for yourself.
 - Refer to the student packing list, you will need to bring the same items (sleeping bag, pillow, towel etc.).

On the first day of Outdoor School:

13. On Arrival Day:
 - Check that each student has a sack lunch and a daypack with rain gear and a water bottle. ***The student should pack the daypack separately from personal overnight gear so it is ready to take on the trail. This backpack should include their lunch!***
 - ***When you arrive at Waskowitz***, you will be handed a hard copy of the master cabin list.
 - Cross off students who are absent.
 - Make sure that all of your attending students are assigned a cabin.
 - Double check for any issues related to groupings of students and behavior.
 - Be ready to give Permission Slips and Student Medications to Waskowitz upon arrival.
 - Make sure you have a lunch for yourself!