



Outdoor Education Coordinator's Checklist

Steps in Preparing for the Outdoor School Experience:	When:	Date Due:
1. Save the Student List from the email attachment or website, and follow the instructions. Even if all of the Student Registration/Health forms (pinks) have not been turned in, please type the names of all students expected to attend.	4 Mondays Before	
2. Please indicate which children are receiving "free" or "reduced" meals in the column provided on the Student List (contact your Nutrition Department).	4 Mondays Before	
3. Please ask the classroom teachers (CT's) to complete the section of the Student List for special separations or combinations of students and indicate the seriousness of the problem (verbal, fighting, etc.). If the student is an English Language Learner or needs to be with another student for any special reason, please pair them with a "buddy."	4 Mondays Before	
4. Indicate on the School Information tab (of the Student List) the first and last names of your classroom teachers and denote the days they will be at Outdoor School (e.g. M-F)	4 Mondays Before	
5. Verify there is at least one CT per 30 students attending outdoor school.	4 Mondays Before	
6. Verify bus schedules to deliver students by 10:00 a.m. to Cuyamaca, and pick up the students by 10:00 am on Friday. Buses will depart Camp Cuyamaca at 11:00.	3 Mondays Before	
7. E-mail Student Lists to site and Mail Student Registration/Health, Medication Authorization, and Meal Accommodation forms to the outdoor school by First Class or Federal Express mail no later than three Mondays before your school's arrival.	3 or 4 Mondays Before	
IMPORTANT NOTE: Even if all of your forms have not been turned in at your school, please mail what you have the same day you e-mail the Student List. It is important that the outdoor school nurse have the forms in hand at least 2 weeks before the students arrive in order to summarize the health information and make recommendations to the outdoor school staff about students' special needs.		
8. Call if the numbers of students increase/decrease by five or more from original number sent to us, or if any student's health status has changed since the forms were submitted (e.g. broken limb, concussion, etc.).	ASAP	
9. Please have parents mail student letters the Friday before departure and indicate the student name and school on the envelope.	Friday prior	
10. Please notify us in advance of VIP visits. All visitors should check in at the school office upon arrival and wear a name tag.		
11. Last minute Health forms to be FAXED or scanned, before students arrive. All Medication Authorization forms with all student medications should be sent with the classroom teacher on the bus and delivered to the Health Center.	Arrival Day	

SDCOE has a "No Pet" policy. If a student or teacher has a service dog, please have them call 858-290-5982

PLEASE FORWARD CAMP ADDRESS TO PARENTS
Cuyamaca Outdoor School 12561 Highway 79 Descanso, CA 91916 - (760) 765-3000 – holly.ellis@sdcoe.net