

Dear Outdoor Educator Coordinators,

Thank you for all the work and communication you and your school team about about to do! The work your office, nursing, administrative and teaching staff do for outdoor education planning will ensure a smooth week for your students and an experience for students that they will remember for a lifetime! Below are some notes about what is new for 2023-24 school year and on the following page are fees to be aware of.

New for 2023-2024

Pre-trip Zooms! Teachers and school staff will meet with Foothill staff via zoom 6-3 weeks prior to attending to assist with planning and communication.

Dorms have been renovated! See website for new pictures after August. Metal bunks, no drawers for students, but rather space to put their bags under the bed.

Medication forms are now sent in with Permission Forms 3 weeks in advance to assist with reviewing process

Discipline/ Mental Health: Students who have in past month or multiple times in a year been **suspended, engaged in self harm or been hospitalized for mental health needs**, must be accompanied by a Parent Shadow/designee/ additional school staff. See document: **Planning for Students with Accommodations.**

Outdoor Ed Virtual Curriculum for students at School!

School presentation materials: Editable Power points, recorded family presentations, monthly zooms, Open House information under **teachers/prepare for your week**

Student showers are optional. Students can wear bathing suits. They can change in dorms, and in the dorm changing room.

For more information go to www.foothillhorizons.com , select overnight, and explore options for teachers, students, families, counselors and more!

Open house dates: Sept. 9; Mar 23
Evening family informational zooms 2nd Monday of each month
Nurses, School zoom trainings coming soon!

ADDITIONAL FEES

Late or grossly negligent paperwork: 2% of total student fee per school.

This fee will be incurred if (1) Health Forms (participation forms) and School Rosters are more than 5 business days late, if (2) less than 95% of forms are submitted, and/or if forms are grossly incomplete or disorganized.

➡ Avoid this fee by

- (1) Tracking deadlines using paper and digital calendars and reminders
- (2) Submitting 95% of your forms by the deadline
- (3) Organize your forms by teacher or A-Z and gender. (Print forms double sided)

Reschedule fee: \$3,080

If a district must change its date after the completion of the contract, we will charge an administrative fee of \$3,080.

Over contracted attendance numbers: additional \$15 per extra student.

Schools sending more than 110% of contracted number will be charged an additional \$15 per extra student over 110%.

Insufficient volunteer counselors: cost of Foothill staff to fill role

In the event that volunteer counselors are not available or are insufficient in number during the dates of participation, the DISTRICT agrees to pay the fees required for SCOE to provide available staff to fill the role of volunteer counselors. Additionally, **teachers and or additional school staff may be required to assist in the dormitories.**

➡ Avoid this fee by recruiting volunteer counselors—ask families of your students, reach out to colleagues in high school, talk to your neighbors' kids, recall your past students. See flyers enclosed to assist with your recruiting efforts. College students or recent high school grads can apply as well! (Volunteers over 18 and who are out of high school need to be fingerprinted – contact Diann to get that started.) Volunteer hours look great on a resume!

Jessica Hewitt, Director

jhewitt@stancoe.org

Schedules, Special accommodations, trainings

Diann Rastetter, Assistant Director

drastetter@stancoe.org

Counselors, Discipline, Intern program

Clare Olson, Admin. Assistant

foothillhorizons@stancoe.org

Forms, Group lists, Phone assistance

Alex Frierson, Naturalist Coordinator

afrierson@stancoe.org

Nighttime administrator

TBD Health Clerk

blarsen@stancoe.org

Medication, Health questions

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