



TEACHER PLANNING SHEET



PRO TIPS

- Designate a primary outdoor ed coordinator, at your school, to keep track of dates, organize school staff, and communicate with Foothill.
- Meet with office staff, teachers, and administrators to determine who will complete each step.
- Enter all the deadlines and important dates into your calendar with reminders.

WHAT NEEDS TO BE DONE

DEADLINE TO SCAN HEALTH FORM TO Foothill:

- 3 weeks prior to your school's attendance at Foothill Outdoor Ed
 - There will be a late fee if the forms are not emailed to Foothill on time.

WHAT :

- Scan and email your student's forms **ON TIME**.
 - Scanning instructions can be found on the [Health & Medication Scanning Instructions](#) form.
 - The necessary forms can be found at www.foothillhorizons.com website, on the [Teachers and Nurses](#) webpage, and in the *Prepare for your week* section.

SCHOOLS WILL BE CHARGED A FEE IF:

- forms are more than 5 days late
- forms are deemed to be grossly negligent, incomplete, or disorganized.
 - See the [Health & Medication Scanning Instructions](#) for additional details.

WHAT NEEDS TO BE DONE 3 MONTHS BEFORE ARRIVING AT Foothill HORIZONS

Due Date:

- Discuss any students who need extra assistance with Jess.
 - Please refer to the document: *Planning for Students with Accommodations* for additional details.
- Tell your families that your school is going to Foothill! Use the fillable flyer on the [Forms and Resources](#) webpage; plan a family information night; share at your school's back-to-school night, conferences, and on school family/social media platforms.
- Show student and family videos.
- Have students explore the [Students and Family](#) webpage for videos, common questions and more!
- Additional school presentation materials can be found on the [Foothill Horizons](#) website, on the [Teachers and Nurses](#) webpage, and in the *Prepare for your week* section.

WHAT NEEDS TO BE DONE 6 WEEKS BEFORE ARRIVING AT Foothill HORIZONS

Due Date:

- Print and distribute all the required forms to students and families including:
 - 1 *Adult Permission & Health Form* per adult
 - 1 *Outdoor School Information with Packing List*
 - 1 *Student Permission & Health Form* per child
 - All completed forms must be scanned and emailed to Foothill 3 weeks before arrival
 - the *Request for Administration of Medication Form* is required for ANY medication a child will need
 - This form is required for ANY medication such including Advil, cough drops, prescription medication, inhalers, etc.
 - The form must be signed by a doctor AND a guardian.
 - A Foothill Student Merchandise order form, if your school is participating
- Complete the *School Information* Google form to confirm teacher, student accommodation needs.
 - Can be found in your email or in the [Teachers and Nurses](#) webpage, and in the *Prepare for your week* section.
- Recruit high school counselors, especially male high school leaders.
 - Email Diann Rastetter (drastetter@stancoe.org) with the counselor's name, school, and dates.
 - Flyers can be found on the [Forms and Resources](#) webpage
- Plan on doing the following with your School Nurse and/Office Staff:
 - Review the *Adult and Student Permission & Health Forms*
 - Review the *Request for Administration of Medication Forms*
 - Plan for a temperature and health check on departure day
 - Review the "Checklist" tab on the "School Roster" for additional information



TEACHER PLANNING SHEET



ITEMS DUE 3 WEEKS BEFORE ARRIVING AT Foothill HORIZONS

Due Date:

- Scan and email the *Adult and Student Permission & Health* forms to Foothill
 - Review the [Health & Medication Scanning Instructions](#) first for specific instructions.
 - **Keep the originals at the school!**
- Scan and email the *Request for Administration of Medication* forms to Foothill
 - Review the [Health & Medication Scanning Instructions](#) first for specific instructions.
 - **Keep the originals to put in the bag with the medications on arrival day!**
- Email the *School Roster* (formerly "Class List") to foothillhorizons@stancoe.org.
- Email the *School Roster* to your Food Service Coordinator to complete the Free and Reduced Status section.
 - If your school is CEP or SSO, please email the roster to foothillhorizons@stancoe.org indicating your school's status.

ITEMS DUE 1 WEEK BEFORE ARRIVING AT Foothill HORIZONS

Due Date:

- Make sure you communicate with Foothill about your *School Roster*, the permission forms, the health forms, and any behavioral needs.
- Make sure to review the following items with your students.
 - Watch the [Foothill Horizons Safety Video](#) on expectations and consequences.
 - Remind your students, the *Request for Administration of Medication* is required for all medications (i.e., Tylenol, cough drops, etc.).
 - The form must be brought back complete, signed by a parent, AND the health care provider to attend.
 - Go through the *Outdoor Ed Information With Packing List* page with your class.
 - Check Foothill's weather [here!](#)
- Organize the *Student Foothill Merchandise Order Forms*:
 - Collect any final student orders then scan them and email them to foothillhorizons@stancoe.org.
- Arrange for someone at your school to help load luggage on departure day (i.e., extra staff, parents, a class, etc.).
- Optional:**
 - Bring activities and materials for your teacher time activities (i.e., postcard stamps, pencils, markers, books, etc.)
 - Teachers will lead two 30-minute sessions of instructional time, depending upon the length of the program.

WHAT TO DO ON DEPARTURE DAY TO Foothill HORIZONS

Due Date:

- Jess will confirm bus pick up/drop off times for in-county school buses approximately 2 weeks in advance.
 - *Standard school pick times are normally between 8:00-9:00 am*
 - *Standard return times are normally between 2:30-3:30 pm*
- Ensure there is someone there to load luggage loading (i.e., extra staff, parents, a class, etc.).
- Perform Health Check:
 - check students' temperatures
 - perform a visual and verbal health check
 - bring the confirmation roster to Foothill
- Take roll call and notify Foothill staff, in advance, which students are not attending by phone, email, or in person.
- Please note, at least **one** teacher must ride in each student bus to assist with supervision.
- Make sure you bring:
 - The *School Roster Checklist* verifying temperatures and health check
 - The students' medications and forms
 - The principal's home/mobile phone number
 - The principal is on call for discipline/emergencies