



# SCHOOL PLANNING SHEET



## THANK YOU FOR GETTING YOUR STUDENTS READY FOR OUTDOOR ED!

This checklist is created to assist schools in ensuring a seamless outdoor education experience, with no unexpected issues on arrival day. Please feel free to call or email us with any questions at 209-532-6673 or [foothillhorizons@stancoe.org](mailto:foothillhorizons@stancoe.org).

### → USE ONLY THE CURRENT FORMS:

You can find the current forms, along with additional planning information, exclusively on the Forms and Resources and Teachers and Nurses webpages of our website, [www.foothillhorizons.com](http://www.foothillhorizons.com).

### → LATE OR GROSSLY DISORGANIZED FEE:

Charged when forms are more than 5 days late **or** are deemed to be grossly negligent, incomplete, or disorganized.

### → NEW FOR 2024-2025:

We will bill the schools based on the roster numbers one business day prior to attendance. Billing will not be prorated for partial student attendance.

## PRO TIPS

- Register a primary outdoor education coordinator to keep track of dates, organize school staff, and communicate with Foothill. To register, use the email link or visit the following website: <https://forms.gle/j9wXrtnnDpaHN5Mk8>
- Meet with your office staff, teachers, and administrators to determine who will complete each step.
- Enter all the deadlines and important dates into your calendar with reminders.

## 3 MONTHS BEFORE

### Due Date:

- Discuss any students who need extra assistance with the Director, Jessica Hewitt at [jhewitt@stancoe.org](mailto:jhewitt@stancoe.org)
  - i.e., behavior issues, limited mobility, limited mobility serious medical needs
  - see the *Planning for Students with Accommodations* on the [Forms and Resources](#) webpage
- 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.
- School presentation materials can be found in the [Foothill Horizons](#) website, on the [Teachers and Nurses](#) webpage, and in the *Prepare for your week* section..

## 6 WEEKS BEFORE

### Due Date:

- Print and distribute all the required forms, found on the [Forms and Resources](#) webpage in the website
  - 1 *Adult Permission & Health Form* per adult
  - 1 *Outdoor School Information with Packing List* per child
  - 1 *Student Permission & Health Form* per child
  - Request for Administration of Medication Form*: required for ANY medication a child will need
  - Foothill Student Merchandise Order Form*, if your school is participating in merchandise orders
- Complete the *School Information* Google form to confirm teacher, student accommodation needs. The form can be found in your email or in the [Teachers and Nurses](#) / [Forms and Resources](#) webpages.
- Recruit high school counselors, especially male high school leaders.
  - Flyers can be found on the [Forms and Resources](#) webpage
  - Email Diann Rastetter at [drastetter@stancoe.org](mailto:drastetter@stancoe.org) with the counselor's name, school, and dates.
- Meet with your School Nurse and/Office Staff to plan when and who will :
  - Review the *Adult and Student Permission & Health Forms*, *Request for Administration of Medication Forms*
  - Plan for a temperature and health check on departure day



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### 3 WEEKS BEFORE

#### Due Date:

- Review the [Health & Medication Scanning Instructions](#)
- Scan and email the *Adult and Student Permission/ Health* forms and *Request for Administration of Medication* forms to [foothillhorizons@stancoe.org](mailto:foothillhorizons@stancoe.org).
- Email the *School Roster* to [foothillhorizons@stancoe.org](mailto: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 P2, please email verification to [foothillhorizons@stancoe.org](mailto:foothillhorizons@stancoe.org)

### 1 WEEK BEFORE

#### Due Date:

- Communicate with Foothill to confirm details.
- 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.).
  - Review [Outdoor School Information With Packing List](#) with your class.
- Compile *Student Foothill Merchandise Order Forms* on to the [Foothill School Merchandise Form](#) and email them to [foothillhorizons@stancoe.org](mailto:foothillhorizons@stancoe.org).
- Jess will confirm bus pick up/drop off times for in-county school buses
  - *Standard school pick times on departure day: 8:00-9:00 am*
  - *Standard return times on last day: 2:30-3:30 pm*
- Arrange for someone at your school to help load luggage on departure day (i.e., extra staff, parents, a class, etc.)

### DEPARTURE DAY

#### Foothill Horizons here we come:

- Ensure there is someone there to load luggage (i.e., extra staff, parents, a class, etc.).
- Perform Health Check:
  - Check students' temperatures
  - Perform a visual and verbal health check
  - Record on Printed version of the *School Roster Checklist* to Foothill
- Take roll call on the bus and notify your school office and Foothill staff 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