



## SCHOOL PLANNING SHEET

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

This checklist was 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.

#### → REVIEW THE GROUP LIST BEFORE ATTENDING

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

### PRO TIPS

- Designate a primary outdoor education coordinator to keep track of dates, organize school staff, and communicate with Foothill. To update your school's contact person by emailing [foothillhorizons@stancoe.org](mailto:foothillhorizons@stancoe.org)
- 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, 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. *Online ordering coming soon!*
- 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). - *Online ordering coming soon!*
- 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