

## Teacher Coordinator Checklist and Information Sheet

### Did You Remember To .....?

- Sign and return the contract.....
- Send your deposit .....
- Send your certificate of Insurance.....
- Send a copy of your Trail Group and Cabin Rosters to EE Coordinator .....
- Distribute packets and copies to ....Teacher or Coordinator?  
Chaperones?  
Parents?
- Distribute Medical / Release Forms to Parents and Chaperones.....
- Look over draft itinerary and contact EE director about any changes two weeks prior to coming.....
- Tell students to bring sack lunch on first day.....

### Contact WW about special needs

- Bus Drivers Needing Housing\_\_\_\_\_
- Do you have students with handicap needs?

### What to Bring on the Day of Your Event

- First Aid Kit
- Medical Release Forms for campers, staff and chaperones.
- Roster, including students, staff and chaperones. (Pink Sheet)
- Sack lunches for students on first day.

### Arrival / Departure

Cabins must be swept and cleared of gear by 10am on the day of departure.

### Special Day Excursions

- Special excursions off site should be coordinated through the EE Director.  
Transportation is the responsibility of the school.
- Contact the WW Environmental Education Director

### Insurance

- Proof of liability insurance will be required of all groups.
- Certificates must be faxed or mailed to our office prior to group arrival.

### Meals

Meal times are: Breakfast 8:30am / Lunch 12:30pm / Dinner 5:30pm  
Seating in the dining room is 9 persons per table, 8 students and 1 counselor. The kitchen can prepare vegetarian options for all meals, please be sure to advise us of the number of vegetarians in your group. Please talk to us about special dietary needs and food allergies.  
Refrigeration can be provided to assist in your planning and for foods to supplement special diets. Contact EE coordinator for assistance with special dietary needs.  
The dining room is a shared facility. Please note that other guest groups may be present at meal times.

## **Cabin and Trail Groups**

Cabin groups consist approximately 7 students and 1 adult. Our goal is to support the Trail Group dynamic through this arrangement. Trail Groups will be made of two cabin groups, ie. 14 students and 2 adults; one boy and one girl cabin. A form for cabin assignments has been provided to assist you.

Please return a copy of the Trail Group and Cabin Worksheet to WW **two weeks** before arrival. If you have any questions about this please contact David Berman.

No food is allowed in the cabins, no raids, and no graffiti. Students will be expected to pay for graffiti removal and any damage to cabins. Students will sweep cabins at checkout and the school will do a cabin check for cleanliness and damage.

## **Chaperones**

The school should recruit 1 chaperone per 7 students which are 3<sup>rd</sup> thru 8<sup>th</sup> grades, 1 per 3 students 1<sup>st</sup> thru 2<sup>nd</sup> grades.

Chaperones must receive the chaperone packet, have release forms on file with the group and be adults or at least two grade levels higher (or two year older) than students. They should become familiar with the information provided regarding supervision in the cabins and dining room.

## **Swimming Pool Usage**

The pool is open April 1<sup>st</sup> through October 1<sup>st</sup>. Certified lifeguards are present during use. Pool time is scheduled during free time. Each group must provide chaperones to assist with supervision in the pool area. The ratio is 1 chaperone per 15 students.

Did you check your school policy on pool use?

## **Lost and Found Policy**

Westminster Woods will make every effort to help campers keep track of their belongings. Contact our office immediately if an item is discovered missing. Items found at the end of an event will be held for two weeks only and then donated to a local shelter.

## **Teacher Meeting Time and Overall Role**

Each evening, from 6:30 to 7:30 pm, we schedule a time for students to meet with their teacher. The teacher(s) are responsible for coordinating this hour with their students. Most teachers use this time with their students for journal writing, extra free time, reflection on the activities of the day, or to do an activity of their own. Please contact the EE Director if you have any questions about the teacher meeting time. We prefer teachers do not stay in cabins with the students so they can be available to help with the whole class and any circumstances that may arise. We encourage teachers to rove and visit each trail group during the teaching time.

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