ENVIRONMENTAL EDUCATION CHECKLIST AND INFORMATION SHEET

Please read carefully and send a completed copy to Westminster Woods 2 weeks before arrival.

6510 Bohemian Highway, Occidental, CA 95465 Phone 707-874-2426 ext.624 Fax 707-874-9129

Group Name:		Arrival Time:	
Arrival Via:	Pick One	How many vehicles:	
Contact Person:		Phone Number:	
Arrival Time:		Departure Time:	

Did You Remember To…?

- ☐ Sign and return **the contract…….**
- ☐ Send in your **deposit**…….
- ☐ Send in you certificate of insurance…
- ☐ Collect **medical forms** from **all** participants…
- ☐ Two Weeks prior to your trip, complete and fax or mail this worksheet to The Woods.
- ☐ Include **trail group** and **cabin group** forms when sending this worksheet.

Your Numbers

Youth (6-12): Teens (13-18): Adults: Teachers:

Do you have any participants with allergies, handicaps or special needs? ☐ **Yes** ☐ **No**
Specify: _____

Any special dietary needs or concerns we should be aware of? ☐ **Yes** ☐ **No**
Specify: _____

Kitchen

Do you have any vegetarians? ☐ **Yes** ☐ **No** How Many?

Additional information:

Any severe food allergies we should be aware of? ☐ **Yes** ☐ **No**
Specify: _____

***Please note: we are not a peanut free facility but able to work around certain allergies**

Cabin and Trail Groups

Your group will be assigned to a cabin area with its own bathhouse. A cabin worksheet will be provided for assigning students to cabins. Trail groups should be made from one boys cabin and one girls cabin, about 15 students and two chaperones.

☐ **Two Weeks** Prior to trip, fax or email completed trail and cabin group forms to EE Dept.

Arrival and Departure Information

- All participants are to have a sack lunch for the first day
- Teachers and Coordinators Please check in at the EE office upon arrival.
- Cabins are to be swept and cleared of gear by 10am on the day of departure

Teacher Meeting Time

Your group will be provided with a meeting room for use during your teacher time each evening from 6:30-7:30pm. There is a dry erase board in each meeting room. Will you require any AV equipment for your teacher time? ☐ Yes ☐ No

Specify: _____

Chaperones/Cabin Leader

The group should recruit 1 chaperone per 7 students. Chaperones must be given the chaperone packet and have a medical form completed. Chaperones should be adults or high school students at least two grade levels higher that the students. The teacher or coordinator should brief the chaperones on their duties and roles that are stated in the Chaperone/Cabin Leader letter.

Insurance

Proof of liability insurance will be required of all groups. Westminster Woods needs to be named as an additional insured. Certificates must be faxed or mailed to our office prior to group arrival.

Swimming Pool Use

The pool is typically open April 1st to October 31st. Certified lifeguards are present during pool use. Pool time is scheduled during recreation time. Chaperones will be assigned to assist with supervision in the pool area.

☐ Will your school be using the pool during your stay? ☐ Yes ☐ No

Lost and Found

If an item is discovered missing notify EE Staff and check the lost and found box in the dining hall. Items found at the end of an event will be held for two weeks only and then donated to a local shelter. Westminster Woods will mail found items to owner within reason. Reimbursement for postage costs is appreciated.

Special Day Excursions

- Special excursions off site must be coordinated through the EE Director.
- Transportation is the responsibility of the group.

We look forward to your stay. Please contact us if you have any questions,

Sincerely,

David Berman
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dberman@westminsterwoods.org

Kim Becker
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707-874-2426 ext 624
kim@westminsterwoods.org