



## Teacher Information for One Day Programs

This guide is designed to help participating teachers prepare for a successful one day challenge course program at Westminster Woods. We look forward to serving you and your students! **If you have questions, please have your school's Trip Coordinator email [logistics@westminsterwoods.org](mailto:logistics@westminsterwoods.org).**

### **TRANSPORTATION**

Please arrive at 9:30 am. Your school's Trip Coordinator will choose whether our program ends at 3:00 pm or 4:30 pm. If you are using busses for transportation, please ensure that they can wait until after the program ends to depart.

### **TRAIL GROUPS**

Teachers can pre-assign trail groups, or we can randomly divide students into trail groups upon arrival. The number of trail groups will be assigned approximately 3 weeks before arrival. If you create trail groups in advance, please use the worksheet provided. Students thrive when trail groups are a balanced dynamic of personalities and abilities and when they are with some, but not all, of their friends. When possible, please create trail groups of similar sizes with even numbers of students.

### **CHAPERONES**

We require one chaperone in every trail group. For planning purposes, we recommend a ratio of 10 students to 1 chaperone. Additional chaperones must be pre-approved by the Woods. We request that parents not be assigned to their own child's trail group. This helps create a more productive learning environment and gives students a greater opportunity to grow.

### **PARTICIPANT CHANGES**

Trip Coordinators, please email updates if your participant numbers change. We can typically accommodate changes of up to +/-10%. If different than planned, Trip Coordinators should confirm final participant numbers one month before arrival.

### **MEDICATION ADMINISTRATION**

School staff are responsible for student medications.

### **MEDICAL INFORMATION FORM**

In order to participate, a completed and signed Medical Information Form is required for every person. This form acts as the Westminster Woods permission slip. Paper forms will be collected upon arrival. Blank forms are available online at [westminsterwoods.org/teachers](http://westminsterwoods.org/teachers).

### **SCREEN-FREE CAMPUS**

Please remind students to leave cell phones, games, tablets, etc. at home. Chaperones are asked not to use cell phones except to take pictures.