



Informational Guide For Teachers

This guide is designed to help you plan a successful field trip to Westminster Woods. Please provide a copy to all participating teachers.

UPDATES ARE REQUIRED

If your group size changes by 5 or more persons, you are required to notify the logistics coordinator as soon as possible.

TRANSPORTATION

Please note our arrival time is 10am on the first day and departure time is 1pm on the final day. Schools provide their own transportation for off-site excursions. If you plan to visit the coast, be sure to check that your bus company is authorized to drive on Highway 1.

CHAPERONES

We require an 8:1 ratio of students to chaperones. We strongly recommend that parents not be assigned to their own child's trail group. This helps create a more productive learning environment and gives students more opportunity to grow. Thank you for passing this along to your parent chaperones.

SCREEN-FREE CAMPUS

Westminster Woods is a screen-free campus. Please remind students to leave cell phones, games, tablets, etc. at home. Chaperones may use their cell phone while they are off-duty.

MEDICATIONS

Please ensure students bring all necessary medications (including Epi-Pens, Inhalers). Students are most successful when their medication regimens remain consistent and are not changed while they are at camp.

PERMISSION SLIPS

A completed and signed "Medical Information Form" is required for every person in your group. This form will be sent with the teacher packet two months prior to your trip.

FOOD

- Please be sure everyone brings a sack lunch for your arrival day to campus. The first meal served in our cafeteria will be dinner.
- Vegetarian meals are available upon request. The deadline to submit this request is two week prior to your visit.
- Please notify your families early on that our kitchen is not equipped to offer meals for special diets (Gluten-free, vegan, kosher, etc.) or food allergies (dairy, soy, eggs, etc.). We encourage our campers to bring food that is safe for them to eat. There is a refrigerator, microwave and toaster available to accommodate all guests.
- We do not cook with peanuts or peanut oil, though some of our ingredients may have been manufactured with equipment that also processes peanut products.

LESSON PLANS

There is a one hour "Class Meeting" every day after dinner. Teachers are required to lead instruction during this block. A meeting area will be provided for your school. Please don't forget to bring any learning materials you may need.

Thank You!

We are looking forward to serving your group!

**6510 BOHEMIAN HIGHWAY, OCCIDENTAL, CA 95465
(707) 874-2426 | WWW.WESTMINSTERWOODS.ORG**