



Planning Sheet for

Outdoor education is a wonderful experience for you and your children! Below is the information you and your students need to get ready for your stay at Foothill Horizons.

Student Health Forms **sent by county route mail by:**

Route #901 Outdoor Ed

Forms sent past this date must be sent by US PRIORITY MAIL or hand delivered to
21925 Lyons Bald Mountain Rd Sonora CA 95370

*Tip: fill
in dates*

Mail your completed forms ON TIME—don't wait for late forms.
Call Shay at 209 532-6673 if students return their forms after the deadline.
Accommodations may still be available.

All forms are at the teacher's page at <http://foothillhorizons.com/teachers.html>

3 MONTHS BEFORE Arrival at Foothill Horizons

- Discuss with the Jess any students who need extra assistance
- See [Early Planning](#) sheet for links to videos, paper materials and social media links to assist you. (in your packet or on the teacher's webpage)

6 WEEKS BEFORE Arrival at Foothill Horizons

- Print and distribute required forms. Link to: [All Forms](#)
 - ✓ 1 PARENT INFORMATION
 - ✓ 1 STUDENT HEALTH FORM per child.
 - give these forms to your school nurse to review for health concerns or medications.
 - send all completed forms to Foothill 3 weeks before you attend.
 - ✓ REQUEST FOR ADMINISTRATION OF MEDICATION forms needed for ANY medication including medications such as Advil, cough drops, prescription medication, etc.
 - These forms must be signed by a doctor AND a parent.
 - Coordinate with you **school nurse** to review forms the week before you attend.
- Requesting Counselors— call or email Diann Rastetter (drastetter@stancoe.org) to request specific high school students.
 - ✓ **In county schools:** we recruit counselors, but your personal requests produce the best leaders
 - ✓ **Out of county/private schools provide their own counselors.** At least 1 male and 1 female counselor for each class of 30 students.
- Return [School Information](#) sheet to Jess.
- Discuss with the Jess any students who need extra assistance.

Use Current Official Foothill forms only!
Using old or district forms will result in extra work for everyone!

3 WEEKS BEFORE Arrival at Foothill Horizons

- Send [STUDENT HEALTH FORMS](#) to Foothill (ROUTE MAIL #901) ****KEEP COPIES** of all forms**
 - ✓ Do not send Request for Administration of Medication forms, bring with medications on the first day.
 - ✓ Late Health Forms must be sent to US priority mail or hand delivered to 21925 Lyons Bald Mountain Rd Sonora CA 95370
- Email [SCHOOL ROSTER](#) (formerly Class List) to Shay Kaye skaye@stancoe.org
- Email [SCHOOL ROSTER](#) to your Food Service Coordinator to complete Free and Reduced Status
- Plan with your school Nurse to review all REQUEST FOR ADMINISTRATION OF MEDICATION forms the week before you attend. He or she should also be present on your departure day.

1 WEEK BEFORE Arrival at Foothill Horizons

- Remind students:
 - ✓ 3 Step discipline policy (on the back of the health form).
 - ✓ To bring a “Parent Request for Administration of Medication” for all medications (Tylenol, cough drops, etc.) completed and signed by a parent AND the doctor.
 - ✓ We post weekly photos on Facebook & Instagram.
- Free & Reduced meal information: **Confirm** that your school has completed the information on the [SCHOOL ROSTER](#) and sent to skaye@stancoe.org
- [FOOTHILL MERCHANDISE ORDER FORM](#) Collect any final student orders, scan or fax form to skaye@stancoe.org all funds are used for school grants to send children to Foothill.
- Bring activities and materials for your teacher time activities (postcard stamps, pencils, markers, books, etc.) Teachers will lead 1-3 hours of instructional time depending upon the length of the program.

DEPARTURE DAY (for Arrival at Foothill Horizons)

- The Principal will email pick up times for in county schools. Out of county schools will coordinate transportation to arrive at Foothill Horizons at 10:30 a.m.
- Arrange for someone at your school to assist with loading luggage (extra staff, parents, a class)
- Take roll! Tell Shay any student changes when you arrive
- Bring
 - ✓ Student medications and outstanding health forms
 - ✓ Principal’s home phone number-- S/he is on call for discipline and emergencies.
 - ✓ Materials/activity for teacher time
- On the last day of your stay at Foothill Horizons, you will be leaving at 12:45.

*Tips:
Enter all dates into
your electronic
calendar with
reminders.
Print this paper and
post it.*