



Planning Sheet

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 **scanned & emailed** by

Scan and email your completed forms **ON TIME**—don't wait for late forms.
Call Shay if students return their forms after the deadline. Accommodations may be available.

Tip: fill
in dates

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 [Planning for Students with Accommodations](#)
- See [Early Planning](#) sheet for links to videos, paper materials, social media link.

6 WEEKS BEFORE Arrival at Foothill Horizons

- Print and distribute required forms. Link to: [All Forms](#)
 - ✓ 1 ADULT HEALTH FORM for each adult
 - ✓ 1 PARENT INFORMATION
 - ✓ 1 STUDENT HEALTH FORM per child.
 - give these forms to your school nurse to review for health concerns or medications.
 - scan 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 your **school nurse** to review forms the week before you attend.
- Recruit Counselors— call or email Diann Rastetter (drastetter@stancoe.org) to request 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. Emailed or found on website
- Discuss with Jess any students who need extra accommodations. See [Planning for Students with Accommodations](#)
- 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.

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

- Scan and email [STUDENT & ADULT 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.
- 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

1 WEEK BEFORE Arrival at Foothill Horizons

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

- Review with students:
 - ✓ [Foothill Rules and Discipline](#): Foothill Five and Steps
 - ✓ 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.
 - ✓ PARENT INFORMATION page
- [FOOTHILL MERCHANDISE ORDER FORM](#) Collect any final student orders, scan or fax form to skaye@stancoe.org
- 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)

- Jess 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
- One teacher must ride each bus.
- Bring
 - ✓ Student medications
 - ✓ Principal’s home phone number-- S/he is on call for discipline/emergencies.
 - ✓ Materials/activity for teacher time
- On the last day of your stay at Foothill Horizons, you will be leaving at 12:45.

Pro Tips:

- ✓ *Meet with office staff, teachers and admin to coordinate who completes each step*
- ✓ *Enter all dates into your electronic calendar with reminders.*
- ✓ *Print this paper and post it.*