

Teacher Checklist



If you have any questions please email Lynsey “Yarrow” Brydon at LynseyB@sutter.k12.ca.us

Pre-visit Preparations:

- ☐ Attend a Teacher Planning Session
- ☐ Print the following forms and send home with the students:
 - ☐ Student Health and Registration Form
 - ☐ Parent Information Packet
 - ☐ Any other forms your school requires: these do not need to be turned into Shady Creek
- ☐ Recruit Cabin Leaders; 1:7 for females, 1:9 for males
- ☐ Print and send home the following with cabin leaders:
 - ☐ Cabin Leader Application
 - ☐ Cabin Leader Responsibility Contract
 - ☐ Cabin Leader Handbook
 - ☐ Cabin Leader Health and Registration Form
 - ☐ Information and link for Cabin Leader Training (3:45pm, Wed. before you arrive)
 - ☐ Any other forms your school requires: these do not need to be turned into Shady Creek
- ☐ Find transportation for all students, cabin leaders, and luggage: Arrival at Shady Creek is 10:30am on the first day. Departure is at 10:45am on the last day
 - ☐ Optional: organize a color coded tagging system to keep luggage organized
- ☐ Collect, organize and review for proper completion:
 - ☐ Student Health and Registration Form
 - ☐ Cabin Leader Health and Registration Form
 - ☐ Student Medication Authorization Forms
 - ☐ Cabin Leader Medication Authorization Forms (not required for adult cabin leaders)

***Forms not filled out correctly may result in students not able to receive medication or participate in the program.** Teachers will need to help contact families to have them redo the form if we are missing a signature or the form is not completed correctly. **Please note that a physician’s signature is required for ALL medications, including over-the-counter medications.**

- ☐ Print and complete an Adult Health Form - one needed for every adult including adult cabin leaders
- ☐ Ensure that the Free and Reduced Meal Form, Contract, and COI have been turned in by admin.

- ☐ Enter students and cabin leaders into the Cabin Lists document located on the Google Classroom. Teachers are responsible for printing their own copy of the cabin lists.
 - ☐ Include the students **FULL NAME**, school, and teacher for every student
 - ☐ Dietary restriction, allergies or any other information for the kitchen goes in the “info for kitchen” column
 - ☐ Helpful tip and anything pertaining to night time (i.e bedwetting, sleepwalking) goes in the “info for cabin leader” column
 - ☐ Health information from the students health form and any other information you want the naturalists to know about a student goes in the “info for naturalist” column
- ☐ Attend the Cabin Leader Training to help set expectations for the week.
 - ☐ Cabin leader is the Wednesday before you arrive at 3:45pm (unless otherwise determined and communicated with Shady Creek Program Coordinator).
 - ☐ The zoom link for the cabin leader training is on the announcement page of the Google Classroom
- ☐ Turn in health forms and medication forms to the health supervisor
 - ☐ If possible, collect medication prior to arrival day and provide to the health supervisor so they can organize their medication logs and ensure authorization form is completed correctly
- ☐ Fill out Merchandise Order Form; only if making a purchase
 - ☐ Please order by class or school, not individual forms
 - ☐ Turn form into the google classroom or bring form and turn in upon arrival
- ☐ Organize a plan for completing the mandatory health checks prior to arrival

Arrival Day:

- ☐ Arrive at 8:45am for a meeting with the Director/Program Coordinator; you may arrive earlier to move into your cabin. Gate code is 5437
- ☐ All Cabin Lists need to be completely finished. Teachers will lose editing access
- ☐ Turn in all Health Forms, Medication Forms, and Medications upon arrival (if not already turned to health supervisor)