

Principal Checklist



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

Pre-visit Preparations:

- ☐ Attend a Planning Session
- ☐ If your school is designated as visiting admin please recruit and hire a health supervisor for your week. If there is a large number of students attending your week, recruiting somebody to assist the health supervisor may be valuable. The school that recruits the health supervisor will receive a credit
 - ☐ Give them the health supervisor checklist, binder, and medication log
 - ☐ Submit Health Supervisors credentials to the google classroom or email to LynseyB@sutter.k12.ca.us
- ☐ Make sure each school attending your week is:
 - ☐ Recruiting Cabin Leaders for their students; 1:7 for females, 1:9 for males
 - Teachers will need to fill in as cabin leaders if not enough are recruited
 - ☐ Entering their students into the Cabin Lists document
 - ☐ Assigning adults (teachers, aides, etc) to cabins
 - ☐ Each teacher has completed the Class Request Google Form
- ☐ Confirm each school as arranged transportation for their students, cabin leaders, and luggage
 - ☐ Arrival at Shady creek is 10:30am on the first day. Departure is at 10:45am
 - ☐ Optional: organize a color coded tagging system to keep luggage organized
- ☐ Confirm all teachers have collected, organized, and checked for completion:
 - ☐ Students Health and Registration Forms
 - ☐ Student Medication Authorization Forms and Medication
 - ☐ Cabin Leader Health and Registration Forms
 - ☐ Cabin Leader Medication Authorization Forms and Medication

***Forms not filled out correctly may result in students not able to receive medication or participate in the program.** Principals 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.**

- ☐ 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
- ☐ 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 to SSangha@sutter.k12.ca.us
- ☐ Help schools turn in their health paperwork to the health supervisor the week before if possible
 - ☐ 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
- ☐ Make sure cabin lists are complete prior to arrival at Shady Creek
 - ☐ Teachers and principals will lose access to edit cabin lists the morning of arrival
 - ☐ Print a copy of cabin list document for yourself
- ☐ Organize a plan for completing the mandatory health checks prior to arrival

Arrival Day:

- ☐ Arrive at Shady creek by 8:45 am for a meeting with the Director; you may arrive earlier to move into your cabin. Gate code is 5437
- ☐ Make sure all visiting teachers and the health supervisor arrive by 8:45am
- ☐ Greet the students at 10:30
- ☐ Introduce yourself and set expectations during Opening Program
- ☐ Participate in the 2pm Cabin Leader meeting to help set the tone for the week; lead by Cabin Leader Coordinator (CLC)
- ☐ Assist CLC with setting up snack
- ☐ Be present at the fire drill, dinner, and evening program to assist with any issues that arise.

*You will receive a binder with more detailed information, including the schedule, during your meeting with the director.

Mid-Week Responsibilities

- ☐ Help make sure students are up and moving in the morning.
- ☐ Meet with the Cabin Leaders; half in the morning and half in the afternoon. Assist with behavior issues.
- ☐ Cabin Cooperation Contest: At the end of the week, one male and one female cabin will be recognized as winners. The principal for the week gives each cabin a score for behavior, lights-out, and cleanliness. The principal is welcome, and encouraged, to give bonus points as they see fit (picking up litter, performing a skit, cleaning the bathrooms, being good community members etc.)
 - ☐ Inspect the cabins every day. Typically after the morning cabin leader meeting. Utilize the laminated "Tidy Cabin inspection" score sheets in each cabin so students know their score and how to improve
 - ☐ Use the provided "Cabin Cooperation Contest Score Sheet" to keep track of points awarded to cabins overall
 - ☐ Update the scoreboard in the dining hall daily so the students know how they are doing
- ☐ Help the CLC and cabin leaders set-up snack everyday
- ☐ Supervise recreation
- ☐ Check-in with the health supervisor at least once a day. Help make sure students are arriving for their meds and take note of any patterns of illness.
- ☐ Be present at all meals, music, and evening programs to help with any issues.
- ☐ Help monitor / patrol the cabin area during / after lights out to ensure all students are settled for the night
- ☐ Have Fun!!!

Departure Day

- ☐ Help supervise luggage drop-off and cabin clean-up.
- ☐ Be part of the final Cabin Leader meeting.
 - ☐ Thank them for making this week possible!!!
- ☐ Complete an evaluation (QR code) to give the program feedback.
- ☐ Announce Cabin Cooperation Contest winners at closing program.
- ☐ Supervise/Assist with dismissal and loading luggage.
- ☐ Meet with the director in main office
 - ☐ Sign charges sheet
- ☐ Leave the binder, radio and key in Merlin Cabin (DO NOT GIVE TO YETI:)
- ☐ Take any lost and found that is left on the stage back to school
- ☐ Remain at Shady Creek until all students, cabin leaders, and teachers have departed.