WALDEN WEST OUTDOOR SCIENCE SCHOOL
TEACHERS OUTDOOR SCHOOL CHECK LIST

Welcome to Walden West outdoor school. We realize that outdoor school planning is quite time consuming and understand how busy you are with everyday teaching. We hope this guide helps you plan for your outdoor school experience. I**t is imperative that you send cabin lists (or copies) and health list summaries one week before you are to attend**. We expect last minute changes and will be happy to change the list by phone or take care of changes when you arrive at Walden West. All other forms should be completed before arriving the first day of outdoor school. Should you have any questions, please feel free to call (408) 573-3051 year round.

FORMS TO COMPLETE:

1. _____ Personal Emergency Information (On back of this sheet)
2. _____ Emergency Phone Tree (White)
3. _____ Class List (Pink)
4. _____ Cabin List (Blue) Send early
5. _____ Health List Summary (Yellow) Send early
6. _____ Special Needs List (Tan)
7. _____ Food Allergy List (Salmon)
8. _____ Medication Record (Green)
9. _____ Student Free and Reduced Eligibility Form (White)

OTHER THINGS TO DO:

1. _____ If you are organizing cabin leaders, call to let us know how many you have one month in advance.
2. _____ Alphabetize Health Forms.
3. _____ Insist that students complete medical paperwork and bring any medication which they normally use. Inhalers, allergy medication, and Ritalin are often forgotten.
4. _____ Remind students to bring sack lunches for the first day. They should be collected on the first day and put in boxes with your school name.

IMPORTANT INFORMATION:

Walden West arrival time should be as close to 9:30 a.m. as possible. Departure is scheduled for 11:30 a.m., though you may wish to have buses or cars arrive at 11:00 a.m. Parents can assist with packing or stay for the closing ceremony. If your schedule is different than this, please notify us as soon as you find out.

Walden West will provide hot lunches for Teachers on Monday.