



Inspiring, empowering, and transforming children's lives through outdoor education.

Teacher Duties Prior to Attending Pigeon Point:

- Prepare the class for the outdoor school experience with activities, units, class projects, etc. The level of preparedness varies for each class and is left up to the individual teacher; we are able to adjust our curriculum. Keep in mind the kind of follow-up activities you would like to conduct when you return to the classroom.
- Talk to your students about homesickness, bedwetting, snoring and other embarrassing issues that can arise in communal living situations. Talk with them about it often and begin early; this will help them have empathy for other students during the trip.
- Collect all needed medications from your students. Do not allow students to keep their own medications unless it is an asthma inhaler or epi-pen. Be prepared to distribute the medications during your stay. If you have any questions about the medicines, you can clarify them with the parents before departure. Medicines should be listed in detail on student medical forms.
- Follow your teacher checklist on the other side of this page to insure you have everything ready. If you have any questions or concerns, please call Heidi at (650) 879-1835
- Keep track of student medical forms on Chalk. Please contact Heidi when all of the forms have been turned in and with any participant food allergies so the menu can be planned accordingly.
- If your class is ordering shirts, please send order forms home to families. Compile the orders on the Teacher Order Form and contact Heidi via e-mail or phone with the order at least two weeks prior to your arrival. Please make sure checks are made to Exploring New Horizons or "ENH".

Teacher Duties While at Pigeon Point:

- You will be attending each activity as a participant or support for one of our naturalists. You may join as many different trail groups as you wish and you may switch groups within an activity. We strongly encourage you to be a part of all phases of the program to provide continuity for your students. You are the vital link between your classroom and our program.
- Administer medication to students.
- Feel free to help out where there is need; e.g. discipline, homesickness, meal preparation and clean up, etc. Your knowledge and experience is a valuable part of our program.
- Supervise students who are ill and must be isolated from the program either during the activities or overnight. A parent chaperone may be responsible for this aspect of the program.
- Supervise the trip home.

This is only a partial list. We have found a definite correlation between teacher and parent involvement and student success at Exploring New Horizons.



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Teacher Checklist:

- ___ Divide students into chore groups. **Mix boys and girls** within each chore group; separate problematic combinations of students by column (trail group); assign parents to chore groups as well, preferably in the same trail group **but not the same chore group** as their child.
- ___ Assign students and chaperones to rooms on the hostel list. Please assign only the designated number of students and chaperones to each room. Assign students and chaperones to Pelican, the extra mixed dorms (when applicable) who are responsible and trustworthy. Consider placing yourself in the single room (room 1) of this dorm.
- ___ Arrange for the parent chaperones. **Please note that parent drivers also act as chaperones for the entire program.** Ensure enough space in vehicles to transport everyone and their gear.
- ___ Distribute the *Chaperone Handbook* to all chaperones and set up a meeting with them to review the sheets, vehicle capacity and any other concerns you may have.
- ___ Send the program information sheets and medical forms home 3-4 weeks before the program. If you are ordering t-shirts, please arrange to have your order *turned in* to Heidi via email two weeks before the program so they will be ready in time for your visit to Pigeon Point.
- ___ Compile the completed medical forms online for every participant (including adults) by joining Chalk Schools. You will receive a link for the chaperone and student medical forms. Please share this link with parents. You will also be invited to join Chalk Schools so you can manage your medical forms online and make sure they are all turned in. Also, take note of any allergies or health issues and medication.
- ___ Contact Heidi with any questions, increases in student numbers, or special needs. Please be in touch at least a week before your trip with any major **food allergies** so the menu can be adjusted.
- ___ Give all drivers clear directions to specific meeting spots (Pigeon Point or Memorial Park). Keep drivers together in a caravan. Upon departure, please call the site phone at (650) 879-1835 to let us know you're on your way and your estimated time of arrival. **Please inform ALL chaperone drivers of this phone number in case of any transportation situations.**
- ___ When you reach Half Moon Bay, have someone call our site phone at (650) 879-1835 so we know that you are nearby. (From Half Moon Bay, drive time to Pigeon Point is approximately 20 minutes, drive time to Memorial Park is approximately 30 minutes).
- ___ Please send the balance of your payment to our business office:
ENH, P.O. Box 1514, Felton, CA 95018-1514.

THANK YOU AND WE'LL SEE YOU AT THE POINT!

Pigeon Point Site office (650) 879-1835