



We are excited to welcome you and your class to Great Basin Outdoor School, and this packet of materials for teachers and parents will help you prepare. Each teacher should have a copy of the materials under this letter, and the parents of each participating student need a copy of the parent packet. We are providing an example parent packet including some forms on colored paper and a set of white masters so that teachers can use them to either make copies for parents or have them printed elsewhere. WCS D Printing Department does a great job of printing, collating, and stapling the parent packets for around 50 cents each for WCS D teachers who want to save themselves work. Most sheets are designed to be printed front-to-back. To help organize all the student forms, we recommend color coding pages and will provide a guide on the back of this page.

Please familiarize yourself with all materials, and please see that parents fully complete all forms. If they have missed signing permission to photograph, please check to see if they might be willing so that we can include as many children as possible.

Teacher materials include:

- Checklist for teachers
- Sample schedule of program activities
- State curriculum standards addressed by Great Basin Outdoor School activities
- Teacher responsibilities during program
- Sweatshirt, cap, and field guide order form
- Cabin leader recruitment information & poster
- Discipline policy
- Electives
- Supervision ratios
- Health & safety guidelines
- Student grouping instructions
- Camp and cabin details
- Check-off page for student forms
- Emergency info

Please see guidelines for copying parent packets on back.

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Sample Parent Packet (stapled): is provided as an example for you of how the packets should look for the parents of your students.

- Parent letter
- Schedule
- Checklist
- Student equipment list
- Permission slip (green)
- WCSD Emergency info/general Emergency info (orange)
- WCSD Medication/general Medication authorization (yellow)
- Research boat permission (blue)
- Sweatshirt, cap, and field guide order form
- Cabin leader flier

Most forms are English on one side and Spanish on the other. The permission slip, the emergency info form, and the non-WCSD medication authorization are longer so they are on separate pages. WCSD does not currently provide the medication authorization form in Spanish. Parents of WCSD children who bring prescription or over-the-counter meds for a specific diagnosis must complete the WCSD medication authorization form well in advance so that the school nurse can confer with the teacher. Parents of children from other schools use the general medication authorization form.

White Masters for Xeroxing Parent Packet (paper clipped): include all the documents listed above printed on white to facilitate making copies for students. Teachers, thank you for providing a copy of the packet for each student, and thank you for color-coding the forms as indicated.

Either before you come to camp or soon after you arrive, please separate student forms by color, because each set of forms has to go a different place. For instance, the blue research boat permission forms go to the research boat personnel, and the orange emergency info forms follow us wherever the children go--Camp Galilee, Spooner Lake, or Zephyr Cove where we board the research boat.

After reviewing these materials, please call to schedule a teacher meeting to go over program details and logistics and get your questions answered. All participating teachers should be involved. It works well for our Program Director to come near the end of your school day to get your students excited and answer their questions and then to meet with the teachers right after school. A Great Basin Outdoor School staff member can be scheduled for an evening parent meeting.

Keep in touch! Let us work with you to make this a great experience for everybody.