

Teacher Checklist

Please use this checklist in your preparations for the trip to Nature's Classroom Institute. It should make the trip organization much easier and less time-consuming!

8 weeks prior to trip

- _____ Send home copies of the Parent Packages for completion and signatures. Parents may also download this directly from our website. Each package includes:
 - _____ Cover Page with Site Description and Contact Information
 - _____ Suggested Equipment List
 - _____ Emergency Medical Authorization, Waiver & Release
 - _____ Medical Permission and Administration
 - _____ Student Home & Health Information
- _____ Read "Your Role At Nature's Classroom Institute." This should be reviewed by all teachers planning to attend NCI.
- _____ If it has not already been done, send a 30% deposit to the NCI office.

7 weeks prior to trip

- _____ Begin collecting student forms. Check that each student has turned in ALL MEDICAL/PERMISSION FORMS with appropriate signatures. Please note that students not currently taking medications *must still turn in the signed medication form*. To ensure no forms are lost, student forms should be stapled together. To facilitate the administration of first-day medications, the forms should be arranged in alphabetical order of last name.

5 weeks prior to trip

- _____ Schedule a student slide-show presentation and teacher meeting with the Institute Director if so desired. (Note that for early Fall visits, this is done at the end of the previous school year.)
- _____ Notify NCI of projected teacher and student attendance.

4 weeks prior to trip

- _____ Have students fill out and return Roommate Selection Forms if they are being used in determining housing.

3 weeks prior to trip

- _____ Complete the Housing Assignment Form.

_____ Call the NCI Director and review completed Housing Assignment Form to ensure a smooth move-in. The Director will discuss your curriculum needs and work with you to plan your schedule. This is also an excellent time to address any major medical concerns and any special dietary needs (i.e. vegetarian, gluten-free diet). The Director will also determine the number of field groups to be assigned for the trip based upon student attendance. If this number has changed, please inform the Director at this time.

2 weeks prior to trip

_____ Down Load the med Log from the web-site and start to fill it out. All students attending must be listed.

_____ Complete Field Group Assignment Form based upon discussion with the NCI Director.

_____ Please forward a SINGLE CHECK with your estimated balance to
Nature's Classroom Institute
P.O. Box 660
Mukwonago, WI 53149

1 week prior to trip

_____ Please check again that each student has turned in MEDICAL/PERMISSION FORMS with appropriate signatures. Students may not attend NCI without these completed forms.

BEFORE BUS DEPARTURE

_____ **Friday before departure e-mail the med log.**

_____ Collect all medications from students. They **MUST** be labeled with the student's full name and be in **properly labeled medicine containers**. Unidentified medicines can not be dispensed. If a student is taking a newly prescribed medication that is not indicated on the medical forms, the medicine must be in a properly labeled container and accompanied by **written notice and full instructions. This notice must be signed by a legal guardian.**

_____ Make sure you have the Housing and Field Group Assignments.

_____ Double-check that you have all Medical Forms.

_____ Make sure you have the Directions to Nature's Classroom.