

2024-2025 Teacher Preparation Checklist

Please use this list to ensure your proper preparation for Outdoor Science School

Three months prior to visit:

- _____ 1. Arrange bus transportation: To arrive at Three Oaks OSS at 10:00 A.M. on Day 1 and to arrive at Three Oaks OSS by 9:00 A.M. on departure day for pickup.
- _____ 2. Send home parent information, consent & medical forms and T-shirt/picture order to families. All orders should be handled through the school please, do not have parents call Three Oaks OSS. Please have parents make out checks for T-shirt/picture order to **your school**. **BRING A SINGLE CHECK FOR ENTIRE ORDER WHEN YOU COME TO CAMP.** **Please minimize last minute orders.**
- _____ 3. We will be sending you an invoice for camp about this time. Please check to see if the number of students coming is correct and expedite invoice to school or district office.
- _____ 4. Plan a presentation night if it hasn't been done yet. (\$100 in-person fee or free via Zoom)

Four weeks prior to visit:

- _____ 1. E-mail T-shirt/picture order to Three Oaks OSS, c/o Paige Amidon
(peamidon@ThreeOaksOSS.com)

Two weeks prior to visit:

- _____ 1. Copy the journal for each student, IF you use one.
- _____ 2. **Cabin grouping:** Arrange students in compatible groups; size of cabin groups will be determined by number of students attending camp, and you should check in with Paige (Peamidon@ThreeOaksOSS.com) before starting to confirm cabin group numbers. ****CABIN LISTS MUST BE RECEIVED BY THREE OAKS A MINIMUM OF TWO WEEKS PRIOR TO ARRIVAL**;** **We strongly request NO CHANGES within a week of your arrival day.**
- _____ 3. Check **CONSENT and MEDICAL** forms: Note any dietary, medical or special needs students. Clearly write the correct code next to the child's name on the cabin list. **THERE ARE TWO FORMS - BOTH ARE REQUIRED FOR EVERY CHILD.** Make sure parent's signature is on **BOTH** forms and be prepared to turn them in upon arrival. **(Medical form MUST have Doctor Signature for any prescribed medicine).** **DO NOT STAPLE PAPERS TOGETHER; KEEP SEPARATE AND ALPHABETIZE BY LAST NAME.**

One week prior to visit:

- _____ 1. Discuss current weather conditions at Three Oaks OSS with students and make sure everyone attending will have adequate clothing.
- _____ 2. Call or email Paige if you need a revised invoice due to change in numbers.
- _____ 3. Prepare activities for Teacher Time on Tuesday and/or Thursday.
- _____ 4. If you are arriving during **snow season**, check to see that buses have required **snow chains**.

Morning before departing School:

- _____ 1. Count students. Note any absences on cabin grouping lists and let Camp Director know immediately upon arrival. We will be in text communication so our staff can be prepared.
- _____ 2. Have the nurse collect all medications in students' possession (including inhalers, vitamins, cough drops, etc.) Medications should be in a plastic Ziplock bag clearly marked with the child's name, school and doctor's instructions/signature. Place in a box or container for the camp medic. **Please take student temps before leaving school.**
- _____ 3. Ensure that bus drivers have the correct address: Pinecrest Christian Conference Center 1140 Pinecrest Road, Twin Peaks CA 92391. Plan to arrive at camp between 10-10:30am on your scheduled arrival day. **Buses should arrive on departure day between 9:00-9:30am.**
- _____ 4. **MUST HAVE final payment upon arrival, or late fees will incur.** T-shirt/picture fees can be included with camp check or cash. Personal checks from families are not accepted.