

# Shady Creek Outdoor School

## Teacher Checklist

Please use the following checklist to ensure that all preparations for your class visit to Shady Creek are met. The personal and group gear checklists will also be very helpful. Please use these lists carefully.

These checklists are new and evolving. Please help us. Use the checklists to gather materials and paperwork for your visit. Write on the list and make notes or suggestions. Please share your ideas with us so we can continue to improve.

**Bring this with you –**  
**we may ask to see what you have added or what changes you think would help.**

### Pre-visit Preparations:

#### **Photocopy the following forms for all attending students:**

- Student Health Form** (see attached letter)
- Parent Information Packet**
  - Set a date for all forms to be completed and returned
  - Collect and review – **signatures**, allergies, special concerns
    - **NOTE:** if there are any food allergies, PLEASE follow up with parents and if they are severe –  
**CALL US** (or have parent call) **ONE WEEK PRIOR TO ARRIVAL**

#### **Discuss T-shirt/sweatshirt/hat** ordering information (please order by class)

- Set deadline for money collection
- Turn all funds in to school and request a check cut for the total amount

#### **Order or pick up:**

- Shady Creek EcoQuest handbooks (\$3.25 per book)** for all students who will be attending. Students should try to complete the first half before attending Shady Creek
- Raffle Tickets** - Order from Rikki Shaffer at the Shady Creek Outdoor Education Foundation (530) 923-7475 or Willi Slack at the Shady Creek Office (530) 822-2949
- Buddy lists**  
Complete and turn in to principal or coordinating teacher by appropriate date.

## Arriving at Shady Creek

You should plan on arriving at Shady Creek  
no later than 8:30 a.m. Monday

### Personal gear:

- Clothing – plan for the time of year you will be here in terms of warmth.
- Rain/snow – one full set of waterproof rain gear and waterproof boots.
- Hats – for cold, rain, or sun
- Toiletries – toothbrush/paste, hair necessities, shampoo/etc., soap, brush, lotion – etc.
- Towel and washcloth
- Sleeping bag or sheets & blankets
- Pillow
- Daypack (to carry supplies)
- Water bottle
- Hiking boots or comfortable walking shoes
- Sun screen
- Insect repellent
- Binoculars (optional)
- Camera and lots of film (students love teachers who take photos and share)
- Ice chest – for sodas, water, and snacks
- Cash – for purchase of t-shirt/sweatshirt/hat (we will also accept personal checks from teachers)
- Flashlight – powerful enough for you to lead a night hike with
- Costumes/props for the teacher skit on Monday night (optional, but lots of fun!)
- Coffee maker/etc. for cabin (optional)
- Plastic insulated mug w/top (optional, but a great perk for coffee or hot tea lovers)
- Personal medications or vitamins (optional or as needed)

### Group gear:

- Student/counselor health forms
- All student medications
- T-shirt orders and money/check to cover cost
- Free/reduced lunch lists should have been faxed to county office (530) 822-3039
- Pencils and a sharpener
- 2 bandanas (for night hike activities if wanted)
- Back-up lesson plan and supplies –
  - The class you are scheduled to teach on you own may be rained out.
  - Please be ready to fill a 2 1/2 hour time slot indoors (weather may allow some outdoor time).
- Special Events (if offered) – a 1 1/2 hour elective led individually by teachers/staff
  - The intention of this time is to give students the opportunity to choose an experience in which they have a particular interest.
  - These classes should be educational and fun; something you are interested in.
  - We have a list of ideas you may choose from, but we encourage you to plan your own lessons and bring any supplies you may need.
  - If you plan on being outside, please remember a back-up in case of inclement weather.