

# 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 – fill out the Medical Statement to Request Special and/or Accommodations  
**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 school check be 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.

# PACKING FOR PREVENTION

## Outdoor School & Bed Bugs: Packing for Prevention

Attending outdoor school is an exciting time for children. Making new friends, exploring nature, and trying new things are all part of the outdoor school experience and create memories that will last a lifetime. However, along with all the good parts of outdoor school, a pesky little bug can also be part of the experience. In recent years, bed bugs have increased greatly in North America. They are often found in hotels, multi-unit dwellings, and other structures that house people for short periods of time. While bed bugs may be a nuisance, they do not transmit disease to people. The good news is that there are simple steps that can be taken to help ensure that children do not bring bed bugs to outdoor school or back home. Although we only have a few cases a year among the more than 5000 students attending, we want to suggest some steps you can take to reduce that number to zero. We're doing our part to eliminate this pest here; please help us by following the packing advice given below:

### PACKING FOR OUTDOOR SCHOOL

- ✓ **Visually inspect items for bugs.** Take sleeping bags, blankets, and luggage out of storage, place them outdoors, and inspect them carefully for any signs of bugs or eggs.
- ✓ **Tumble bedding and luggage in clothes dryer.** Place bedding or luggage in the clothes dryer and tumble them on a high heat setting for 30 minutes. The heat from the dryer kills bed bugs and eggs. For items that cannot be placed in a dryer, vacuuming or cleaning with soap and water or alcohol based cleaning products will kill bed bugs.
- ✓ **Use a heavy gauge garbage bag as a liner in luggage.** Place all clothing inside the liner and tightly twist a knot to seal. This will help keep bed bugs out of clothing. In addition, place bedding in a separate garbage bag. Duffle bags are recommended as they can be placed in a dryer, unlike suitcases.
- ✓ **Pack extra garbage bags.** Be sure to pack two extra garbage bags for your child. One bag will be used for all dirty clothing and the other will be used for dirty bedding. **Label these** with your child's name.
- ✓ **Repellents.** Children may use insect repellent during the day to protect against mosquitoes and ticks. Repellents should not be used while sleeping. To protect a child's belongings from bed bugs, products containing permethrin which are labeled for use on fabrics can be applied to backpacks, duffle bags, and the outside of sleeping bags. Always follow the label directions when applying permethrin products.

### COMING HOME FROM OUTDOOR SCHOOL

- ✓ **Inspect items before you bring them indoors.** Inspect items that cannot be placed in a washer/dryer for evidence of bed bugs outdoors and clean if necessary before bringing them indoors. Place bedding and clothes stored in garbage bags directly into the washer/dryer. Dispose of the plastic garbage bag outdoors.
- ✓ **Clean all items returned from outdoor school.** For items that can be laundered, use a hot water setting and tumble dry on high heat for at least 30 minutes. For items that cannot be laundered, such as suitcases, vacuuming or cleaning with soap and water or alcohol based cleaning products are other options.
- ✓ **Wipe off shoes.** Use rubbing alcohol or soap and water to wipe off the bottoms of shoes.

If you have any questions, please feel free to contact us at (530) 822-2949  
More at <http://www.extension.umn.edu/distribution/housingandclothing/dk1022.html>