

# Teacher Checklist

If you have any questions please email Lynsey Brydon at [LynseyB@sutter.k12.ca.us](mailto:LynseyB@sutter.k12.ca.us).



## Pre-visit Preparations

- Attend a Teacher Planning Session
- Print the following forms and send home with the students:
  - Student Health and Registration Form
  - Parent Information Packet
  - Meal Accommodation Sheets; only for students with severe allergies or special diets
- Recruit Cabin Leaders. Print and send home the following:
  - Cabin Leader Health Form
  - Cabin Leader Handbook
  - Any other forms your school requires; these do not need to be turned into Shady Creek
- Find transportation for all students, cabin leaders, and luggage; Arrival at Shady creek is 10:30am on the first day. Departure is at 10:30am on the last day.
- Collect, organize, and review for proper completion:
  - Student Health and Registration Form
  - Cabin Leader Health Forms
  - Student Medication Authorization Forms and Medications
  - Cabin Leader Medication Authorization Forms and Medication
- Collect and turn in meal accommodation forms via Google Classroom

\*Forms not filled out correctly may result in students not able to receive medication. Teachers will need to help contact families to have them redo the form if the student is going to stay. Please note that a physician's signature is required for ALL medications, including over-the-counter medications.

- Print and complete an Adult Health Form - one needed for every adult
- Ensure that the Free and Reduced Meal Form, Contract, and COI have been turned in by admin.
- Complete your Cabin Lists via the Google Classroom link sent to you. Teachers are responsible for printing their own copy of the cabin lists.
- Attend the Cabin Leader Training to help set expectations for the week.
- Turn in health forms and medication forms to the nurse - also medications if possible
- Fill out and turn in Merchandise Order; only if making a purchase – please order by class/school
- Complete lice and health checks prior to arrival

## Arrival Day

- Arrive at 8:45am for a meeting with the Director/Program Coordinator; you may arrive earlier to move into your cabin.
- All Cabin Lists need to be completely finished. Teachers will lose access to makechanges.
- Turn in all Health Forms, Medication Forms, and Medications upon arrival (if not already turned in to nurse)