



Teacher Checklist

If you have any questions please email Bethany Thomas at bethanyt@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 and 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 and Adult Health Form
 - ___ One needed for every adult attending with your school; teachers, aids, principal, etc.
- Complete and turn in the Free and Reduced Meal Form
- Complete your Cabin Lists via the Google link sent to you. Teachers a 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 COVID testing within 24 hours of 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 make changes.
- Turn in all Health Forms, Medication Forms, and Medications upon arrival (if not already turned in to nurse)