



Inspiring, empowering, and transforming children's lives through outdoor education.

Teacher Duties Prior to Attending Pigeon Point:

- Prepare the class for the outdoor school experience with activities, units, class projects, etc. Here is a link to [our curriculum](#). Keep in mind the kind of follow-up activities you would like to conduct when you return to the classroom. Here is a resource deck with some [pre and post activities](#).
- Talk to your students about homesickness, bedwetting, snoring and other embarrassing issues that can arise in communal living situations. Talk with them about it often and begin early; this will help them have empathy for other students during the trip.
- Collect all needed medications from your students. **Do not** allow students to keep their own medications unless it is an asthma inhaler or epi-pen. Be prepared to distribute the medications during your stay. If you have any questions about the medicines, you can clarify them with the parents before departure. Medicines should be listed in detail on student medical forms.
- Follow your teacher checklist below to ensure you have everything ready. If you have any questions or concerns, please email our Program Director at chelsea@exploringnewhorizons.org or call Chelsea at (925)-980-2425
- Four weeks before your participation date, I will send you a link from Informed K12 to share with parents to fill out online medical forms. Keep track of student medical forms on Informed K12. Please contact the Program Director when all of the forms have been turned in and with any participant food allergies so the menu can be planned accordingly.
- If your class is ordering ENH gear (i.e. shirts, hats, sweatshirts), you will be able to order your gear ahead of time directly from Cattos Graphics and have it delivered to your school, that way your class can have them before they come to stay. Please see info below.

Teacher Duties While at Pigeon Point:

- You will be attending each activity as a participant or support for one of our naturalists. We strongly encourage you to be a part of all phases of the program to provide continuity for your students. You are the vital link between your classroom and our program.
- Administer medication to students.
- Feel free to help out where there is need; e.g. discipline, homesickness, meal preparation and clean up, etc. Your knowledge and experience is a valuable part of our program.
- Supervise students who are ill and must be isolated from the program either during the activities or overnight. A parent chaperone may be responsible for this aspect of the program.
- Supervise the trip home.

This is only a partial list. We have found a definite correlation between teacher and parent involvement and student success at Exploring New Horizons.



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Teacher Checklist:

___ Assign students and chaperones to [rooms on the hostel list](#). Please assign only the designated number of students and chaperones to each room. Consider placing yourself in the single room (room 1) of this dorm (**As of September 2021, Pelican is no longer able to be used for students or parents, please do not assign anyone to this building**).

___ Students will be in chore groups based on their dorm room number. They will cycle through different chores in other buildings but will be expected to wear masks in any indoor setting except when they are sleeping.

___ Arrange for the parent chaperones. **Please note that parent drivers also act as chaperones for the entire program.** Ensure enough space in vehicles to transport everyone and their gear.

___ Distribute the [Chaperone Handbook](#) to all chaperones and set up a meeting with them to review the sheets, vehicle capacity and any other concerns you may have.

___ Email parents the program information via [our website](#) and medical forms using the Informed K12 link given to you, 4 weeks before the program.

___ Make sure that all medical forms are filled out on Informed K12 the week prior, if some are missing reach out to parents to have them fill it out. You will be an admin on the website so will be able to actively see if they are filling out the medical form. Take note of any allergies or health issues and medication.

___ Contact the [Program Director](#) with any questions, increases in student numbers, or special needs. Please be in touch at least a week before your trip with any major **food allergies** so the menu can be adjusted.

___ Give all drivers clear [directions](#) to specific meeting spots (Pigeon Point or Memorial Park). Keep drivers together in a caravan. Upon departure, please call the site phone at (650) 879-1835 to let us know you're on your way and your estimated time of arrival. **Please inform ALL chaperone drivers of this phone number in case of any transportation situations.**

___ When you reach Half Moon Bay, have someone call our site phone at (650) 879-1835 so we know that you are nearby. (From Half Moon Bay, drive time to Pigeon Point is approximately 20 minutes, drive time to Memorial Park is approximately 30 minutes).

THANK YOU AND WE'LL SEE YOU AT THE POINT!

Pigeon Point Site office (650) 879-1835



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COVID-19

Please see the [ENH Covid-19 Health and Safety Plan](#) for full details. During their week of outdoor school all State and school guidelines will be followed. Our site in Pigeon Point has implemented enhanced sanitation practices. All of our staff is vaccinated and trained on disease prevention. All parent chaperones need to be vaccinated.

Nearly all activities and learning will take place outside including:

- Arrival Circle and Lunch, Recreation time, Hike to Año Nuevo, Night Walk, Tidepooling, Beach Time, Evening activities when possible

Students will only be indoors as needed when it is not possible to be outside due to weather and for the following activities:

- 45-minute breakfast and dinner in the Galley, double wide doors and windows to remain open (weather permitting), students will sit with their dorm room cohorts.
- 30 minutes inside the historic fog signal building.
- 30 minutes for a tidepool presentation inside the Galley
- 45~minutes for the puppet show which takes place in the Galley
- 45~minutes cooking breakfast or dinner or preparing lunch for the following day

Students, staff, classroom teachers, chaperones, and site staff will frequently wash their hands and wear masks whenever inside except for when a dorm group is inside their individual dorm room.

Dorm Rooms: According to the CDC and public health department, when in dorm rooms, the 8-12 students in each cabin are part of a "household cohort," which means they do not need to wear masks in the dorm rooms. Please let students know their assigned cohorts before loading up vehicles or the bus. This way they can sit together. The cohorts will remain together for the entire time without mixing with other campers and staff in close contact circumstances, to the largest extent possible. **Although teachers will not be sleeping in a room with students, they will be sleeping in a building shared with students.**

Operations Plan: ENH and our site at Pigeon Point has an Emergency Operations Plan in place to protect staff and students from the spread of COVID-19. Students, cabin chaperones, and classroom teachers will be screened for COVID-19 symptoms, as well as any known recent close contact with a confirmed COVID case when entering the camp (or before boarding transportation). The outdoor school will conduct daily symptom checks to monitor the health and well-being of staff and students during the week.

If a student were to have symptoms they will be isolated and parents will be called to pick them up immediately.



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Ordering ENH Gear

This year ENH is going to have schools order ENH gear directly from Cattos Graphics in Santa Cruz and have it delivered to your school before you attend outdoor school rather than get the gear at the outdoor school. You can order t-shirts, sweatshirts, and hats.

Please send each child home with an [order form](#) and give them the due date they are due to be turned into you with a check written out to **your school** as you will be placing the order.

Hats are \$25, t-shirts are \$30 and sweatshirts are \$50. Prices include shipping & taxes.

Emailed orders will not be processed. If there are any late orders that you want to add to the order before the store closes, you'll have to place a new order as everything is automated. Late orders after the store is closed will be processed for the next event, so please note the due dates.

Place the total order with Cattos online using this link:
<https://exploring20212022.itemorder.com/shop/sale/>
(active starting October 6, 2021).

Emailed orders will not be processed. If there are any late orders that you want to add to the order before the store closes, you'll have to place a new order as everything is automated. Late orders after the store is closed will be processed for the next event, so please note the due dates.

After the order is placed, you will receive your total for your PO# and order number. Once you have your PO#, please email the number to debbie@cattosgraphics.com and mail checks to:

Catto's Graphics, Inc. / Exploring Store Order# XXXXXXXX
111 Dubois Street
Santa Cruz, CA 95060.

The timeline to ensure your order arrives before you attend outdoor school is 3 weeks.

-For delivery to your school on 3/23 (for instance, if you were attending outdoor school 3/28), orders must be placed before 3/2

