

# TEACHER'S HANDBOOK

## 2022-23



Exploring New Horizons, Pigeon Point  
Mailing Address: 101 Cooper Street, Santa Cruz, CA 95060  
Physical Address: 210 Pigeon Point Road, Pescadero, CA 94060  
Phone Number: (650) 879-1835  
[www.exploringnewhorizons.org](http://www.exploringnewhorizons.org)  
Program Director: Chelsea Wright, [chelsea@exploringnewhorizons.org](mailto:chelsea@exploringnewhorizons.org)

# Table of Contents

Dear classroom teachers,

Thank you so much for all your effort and hard work to get your students to Exploring New Horizons at Pigeon Point!

Exploring New Horizons (ENH) is a non profit organization that runs programs at Pigeon Point Lighthouse and our Sempervirens site in Scotts Valley. We have served over 215,000 students over 43 years!

This handbook is made to help you prepare for your time at Pigeon Point Lighthouse.

Please also read the Service Agreement (Contract) between ENH and your school to update your team on any changes or procedures that have changed in the contract.

Please email us at [chelsea@exploringnewhorizons.org](mailto:chelsea@exploringnewhorizons.org) if you have any questions and we look forward to seeing you soon!

<b>Prior to attending outdoor school</b>	<b>3-5</b>
<b>Checklist for Teachers</b>	<b>6-7</b>
<b>While at outdoor school</b>	<b>8</b>
<b>The Food</b>	<b>9</b>
<b>Daily Schedule</b>	<b>10-11</b>
<b>Ordering ENH gear</b>	<b>12</b>

# Teacher Duties Prior to Attending Pigeon Point

## 1. Teachers have meeting with Program Director

Teachers will meet with the Pigeon Point Program Director, Chelsea Wright, to ask any questions, confirm numbers, etc.

## 2. Teachers share presentation with students

Head to the [teacher page on our website](#) for a student presentation video for you to show to your students. On this page you can also find curriculum and pre/post activities to share with your students. You can also prepare the class by incorporating our curriculum in your lessons and units before students attend Pigeon Point.

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.

## 3. Teachers share parent presentation with parents and host a parent night to go over necessary information

About **2 months** away from your field trip date, schedule a parent night to show the video presentation, go over the necessary paperwork needed for the outdoor school and for your school district. If you would like the Program Director to attend the last 20 minutes for any questions that can't be answered by our FAQ'S for Parents (found on the [website](#)), please coordinate with the Program Director ahead of time.

The link to a recorded powerpoint presentation for parents in English and Spanish is also on the [teacher page on our website](#).

## 4. Assign rooms to students

Assign students and chaperones to rooms using the hostel bed list given to you by the Program Director. Please assign only the designated number of students and chaperones to each room. Consider placing yourself in the single room (room 1). *Chelsea will share the bed list and go over what buildings and rooms you will be using in your **teacher meeting**.*

Students will be divided **evenly** into four chore groups, these make up the 2 trail groups that your students will hike in. Please try to mix up students as much as possible and **not** have an entire dorm room group be in one chore group.

*These documents can be found in the google folder that Chelsea will share with you.*

**\*\*Students will be expected to wear masks while cooking in the kitchen, please remind them to bring their own.**

## 5. Distribute and keep track of student medical forms

Before your participation date, Chelsea will send you a link from Informed K12 to share with parents to fill out online medical forms. 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. The Program Director will comb through the med forms for any food allergies. Teachers are in charge of distributing medications that students bring. Chelsea will list all students that have noted that they are bringing medications on the *Teacher Meeting Notes document*. Please make sure to print out and bring with you. We have medical forms in both English and Spanish, let the Program Director know if you would like a Spanish form.

## 6. Recruit parent chaperones for your trip

Pigeon Point utilizes parent chaperones who attend with the students. As it can be difficult for parents to miss work to be a chaperone, recruiting parents to be chaperones can be challenging so please make sure this is not left to the last minute.

If a school cannot find enough parents, a school may have school staff attend rather than parents.

If your school will be having parent chaperones use their vehicles to transport students, ***please note that parent drivers also act as chaperones for the entire program.*** Ensure enough space in vehicles to transport everyone and their gear. Make sure that everyone has the meeting location and that you caravan together to arrive at the same time.

If your school is utilizing a bus to transport students, **ensure that you book your bus on the first and third day according to the schedule.** Check in with the Program Director to ensure that you have the correct schedule.

For both parent vehicles and buses, it is **VERY important** that you make it clear to drivers to not take highway 84 if you are coming from the east. Please ensure you pass through Half Moon Bay and head down the coast to your meeting location.

Distribute the *Chaperone Handbook* to all chaperones and set up a meeting with them to review the sheets, vehicle capacity (if applicable) and any other concerns you may have. The *Chaperone Handbook* can be found on the [teacher page of our website](#).

Chaperones are needed at the following ratios:

- 20-26 students : 5 parent chaperones (minimum 3)
- 26-35 : 7 (minimum 5)
- 35-42: 8 (minimum 6)

## **7. Collect all medications**

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 and on the Teacher Meeting Notes*, which you will have access to.

## **8. Coordinate transportation times and locations with the Program Director**

Students arrive and depart from different locations depending on the tides. Some schools might meet our staff at Memorial Park or Pescadero Marsh and others will meet at the Lighthouse. Chelsea will provide you with the times and locations for arrival and departure.

## **9. Share T-shirt/Sweatshirt/Hat ordering link with parents**

Parents can now order ENH gear online themselves if they want and the gear will be at the Lighthouse when you arrive. [Here is the link to the website.](#)

## **10. Follow the teacher checklist**

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](mailto:chelsea@exploringnewhorizons.org)

# Checklist for Teachers to prepare for Pigeon Point

## **At least 16 weeks before:**

- Schedule an online teacher meeting with the Program Director, Chelsea Wright.
- Start recruiting parent chaperones

## **At least 8 weeks before:**

- ENH has given you access to the video presentation for you to show to students.
- Hold a parent meeting to show the parent presentation video. Answer any questions, hand out necessary materials/documents.
- 4-6 weeks before:** E-mail T-shirt/Sweatshirt/Hat Order Link to parents. There is nothing more to do. They can order gear if they want and it will be waiting for their child at camp. Teachers will be given gear to hand out during the program.
- 6 weeks before:** Email parents the program information via [the teachers page of our website](#) listed under 'Items for Teachers to share with Parents' and medical forms using the Informed K12 link given to you by Chelsea. **These will be due 3 weeks before the program.**

## **3 weeks before:**

- Complete the bed list and trail/chore group list in the google folder
- Ensure all medical forms are turned in for both students and chaperones  
\*including you

## **Other Checklist Items:**

- ENH has emailed you: Teacher Handbook & Curriculum Handbook, and has emailed you google folder that contains your bed list, chore/trail group, and your personalized schedule..
- Does a student require a one on one aide? Make sure to check in with the Program Director for specific accommodations needed at camp.
- Teacher and Program Director have met to get transportation, parent chaperone, dorm/chore list, and other logistics figured out.
- ENH has sent you a link to the **online medical forms on Informed K12**. You should have received an email from InformedK12 to become a 'tracker', please email Chelsea if you do not have access.
- Coordinate all bussing times including arrival and departure times and times to meet at Memorial Park or Pescadero Marsh as needed.

- Contact the [Program Director](#) with any questions, **increases or decreases** in student numbers as soon as you become aware of this information.

**The week before:**

- Ensure the bed list and trail/chore lists in the google folder are filled out with any last minute changes, inform the Program Director of any last minute changes.
- You have checked your class list to make sure **each child has a medical form complete** before coming to the Lighthouse.

**The day of arrival:**

For both parent vehicles and buses, it is **VERY important** that you make it clear to drivers to not take highway 84 if you are coming from the east. Please ensure you pass through Half Moon Bay and head down the coast to your meeting location.

- Give all drivers clear directions to specific meeting spots ([Pigeon Point](#), [Pescadero Marsh](#) or [Memorial Park](#), *a note about Memorial Park, tell drivers to wait outside the ranger station until our staff members arrives, there is no service there*). 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, drive time to Pescadero Marsh is approximately 15 minutes).

If you are coming from south of the lighthouse, please text Chelsea (925) 980-2425 when you leave school and your ETA to the destination we will be meeting you at (i.e. Marsh, Memorial Park).

# **Teacher Duties While at Pigeon Point**

1. You will be attending each activity as a participant or support for 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.
2. **Collect and administer medication to students.**
3. Help parent chaperones supervise recreation time
4. 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.
5. 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.
6. Supervise the trip home.
7. *This is only a partial list. We have found a definite correlation between teacher and parent involvement and student success at Exploring New Horizons.*



# Food!

<p><b><u>1st Dinner:</u></b>“Make Your Own” Burritos          Your choice of the following on a flour tortilla*:          Ground Turkey, refried beans**, lettuce, guacamole***, tomato, salsa, cheese, sour cream          Lemonade</p>	<p><b><u>2nd Dinner:</u></b> Spaghetti Night          Your choice of ground turkey or vegetarian tomato sauce with wheat pasta*          Green tossed salad          Garlic French bread*          Lemonade</p>
<p><b><u>1st Breakfast:</u></b>          Scrambled Eggs with or without cheese and English          Muffins(contains dairy and gluten, options available)          Assorted cold cereal* and fresh fruit salad          Orange or Apple juice          Optional strawberry jelly, yogurt, butter****, sunbutter</p>	<p><b><u>2nd Breakfast:</u></b>          Honey Wheat Pancakes* with Syrup          Assorted cold cereal* and fresh fruit salad          Orange or Apple juice          Optional strawberry jelly, yogurt, butter****, sunbutter</p>
<p><b><u>1st Lunch:</u></b>          Cheese****, Turkey** and Crackers*          Fig bar          Carrots          Apple or orange</p>	<p><b><u>2nd Lunch:</u></b>          Sunbutter and Jelly Sandwiches*          String cheese          Carrots          Apple or orange</p>

\*gluten free option available

\*\*\*\*dairy free option available

\*\*vegetarian option available

\*\*\*Dependent upon availability

# **Daily Schedule**

Please note that schedules vary due to the changing tide schedule.

## **During September- December**

### **Day 1 – Monday or Wednesday**

10:30am – 12:30 pm	Arrive at Pigeon Point, Move In, Lunch
12:30 – 1:30 pm	Orientation to the Hostel
1:30 – 3:30 pm	Tidepooling at Pigeon Point
3:30 – 4:30 pm	Recreation Time
4:30 – 5:30 pm	Dinner Prep and Day 2 Lunch Prep
5:30 – 7:00 pm	Dinner and Cleanup
7:00 – 8:45 pm	Puppet Show
8:45 – 9:30 pm	Get ready for bed
9:30 pm	Lights Out

### **Day 2 – Tuesday or Thursday**

7:00 am	Wake Up
7:30 – 8:00 am	Breakfast Preparation
8:00 – 9:30 am	Breakfast, cleanup, prep for the day
9:30 am – 3:00 pm	Memorial Park
3:00 – 4:15 pm	Showers and Dorm Chilling
4:15 – 5:00pm	Recreation Time
5:00 – 6:00 pm	Dinner Prep and Day 3 Lunch Prep
6:00 – 7:15 pm	Dinner and Cleanup
7:30 – 8:45 pm	Evening Activities
8:45 – 9:30 pm	Get ready for bed
9:30 pm	Lights Out

### **Day 3 – Wednesday or Friday**

7:00 am	Wake Up
7:30 – 8:00 am	Breakfast Preparation
8:00 – 9:00 am	Breakfast and Hostel Cleanup Prep
9:00 – 10:00 am	Hostel cleanup and move out
10:00am – 12:00 pm	Pescadero Marsh Adventure
12:00 – 12:30 pm	Lunch
12:30 – 1:00 pm	Closing and Departure

## **During January-June**

### **Day 1 – Monday or Wednesday**

10:30am – 12:30 pm	Arrive at Pigeon Point, Move In, Lunch
12:30 – 1:30 pm	Orientation to the Hostel
1:30 – 3:30 pm	Tidepooling at Pigeon Point
3:30 – 4:30 pm	Recreation Time
4:30 – 5:30 pm	Dinner Prep and Day 2 Lunch Prep
5:30 – 7:00 pm	Dinner and Cleanup
7:00 – 8:45 pm	Puppet Show
8:45 – 9:30 pm	Get ready for bed
9:30 pm	Lights Out

### **Day 2 – Tuesday or Thursday**

7:00 am	Wake Up
7:30 – 8:00 am	Breakfast Preparation
8:00 – 9:30 am	Breakfast, cleanup, prep for the day
9:30 am – 3:00 pm	Ano Nuevo State Park
3:00 – 4:15 pm	Showers and Dorm Chilling
4:15 – 5:00pm	Recreation Time
5:00 – 6:00 pm	Dinner Prep and Day 3 Lunch Prep
6:00 – 7:15 pm	Dinner and Cleanup
7:30 – 8:45 pm	Evening Activities
8:45 – 9:30 pm	Get ready for bed
9:30 pm	Lights Out

### **Day 3 – Wednesday or Friday**

7:00 am	Wake Up
7:30 – 8:00 am	Breakfast Preparation
8:00 – 9:00 am	Breakfast and Hostel Cleanup Prep
9:00 – 10:00 am	Hostel cleanup and move out
10:00am – 12:00 pm	Memorial Park Redwood Discovery Hike
12:00 – 12:30 pm	Lunch
12:30 – 1:00 pm	Closing and Departure

# Ordering ENH Gear

This year ENH is going to share [a link](#) so that parents can order directly online. All pricing and gear information will be online and teachers do not have to do anything except provide [this link](#) to parents. They can then choose what they want and pay **us** online and we will have the gear when you arrive at outdoor school.

The Program Director will then distribute it to the students upon arrival.

