



Teacher Duties Prior to Attending Pigeon Point:

- Prepare the class for the outdoor school experience with activities, units, class projects, etc. Keep in mind the kind of follow-up activities you would like to conduct when you return to the classroom. Head to our [website](#) for curriculum and pre/post activities to share with your students.
- 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. Share with them [this video](#) to prepare them for their 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*, which you will have access to.
- 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
- 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. The Program Director will comb through the med forms for any food allergies. Teachers should comb through and make a list of student medications since they will be in charge of distributing.
- If your class is ordering ENH merch (i.e. shirts, hats, sweatshirts), you will be able to share a link with your parents, they will order and pay using a specific link and the merch will be at the lighthouse when you arrive. **Please see info below.**

Teacher Duties While at Pigeon Point:

- 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.
- **Collect and 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.



Teacher Checklist after Teacher Meeting:

___ Assign students and chaperones to rooms using the hostel bed list. 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. **Students will be expected to wear masks while cooking in the kitchen, please remind them to bring their own.

___ Share [this video](#) with parents a month or more prior to the trip. If needed, here is [the video](#) in spanish.

___ 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* (this can be found on [our website](#) under Pigeon Point→teachers) to all chaperones and set up a meeting with them to review the sheets, vehicle capacity and any other concerns you may have. **Make sure all chaperones are fully vaccinated for COVID 19.**

___ Email parents the program information via [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.**

___ 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, as **you** will be in charge of distributing medication to students.

___ Contact the [Program Director](#) with any questions, **increases or decreases** 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](#), [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).

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



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 share a box of gear and the names of who ordered what items for you to distribute during recreation time. It is good to have a sharpie so that you can have students write their name on their t-shirt or sweatshirt once they get it.

