

✦ Checklist for Planning Resident Outdoor Education ✦

1. _____ Fill out, sign and return service agreement form
2. _____ Plan to visit the Ranch for an orientation to the facility and program (first year).
3. _____ Organize a packet of materials to send home to parents and/or organize a parent meeting-determine costs, including transportation, clarify due dates for money and medical forms, recruit parent helpers (if applicable) and provide information about the program.
4. _____ Designate someone (school nurse, teacher, or parent) to take charge of medical forms and keeping/dispensing medication. Check medical forms for information, phone numbers, and signatures. Bring medical forms with you; please leave them at WPR.
5. _____ Check riding release forms. Make sure BOTH child and parent have initialed each paragraph and signed the form. Bring these with you.
6. _____ Have children cut out and decorate badge forms (include first names) and send these back 1-week before arrival. Make badges for adults and send us the names of teachers who will be accompanying the group.
7. _____ Order buses; notify Bus Company of arrival and departure times. These are generally 11-11:30 AM arrival; 11-11:45 AM departure.
8. _____ Review ranch rules with children; review Role of the Classroom Teacher with teachers who are new to the program, review Guidelines of Supervisors with parents and others who will assist with the program. A minimum of two adults per dorm is required for adequate nighttime supervision of students.
9. _____ Develop a journal for each child. Duplicate and bring with you.
10. _____ Remind everyone to bring sack lunches, if applicable. WPR will provide drinks.
11. _____ Notify WPR in advance if there are any special needs for students or adults.
12. _____ Develop THINGS TO BRING list that applies to your date. Give emphasis to things needed for extreme weather conditions.
13. _____ Plan outdoor and indoor (in case of inclement weather) activities for the 4-5:30 PM time, bring equipment for activities you will offer.
14. _____ Upon request, WPR souvenirs will be made available only during the stay; otherwise, school groups do not use games, souvenirs or soda area.
15. _____ Make sure that students know their instructional group number before arrival.

16. _____ Be sure that adults who are new to the program understand the objectives of the program and the expectations we have for children and adults. One teacher or administrator should be in charge and communicate with WPR OE Staff.