Dear Parents/Guardians,

We are excited to welcome your child to the residential The Ecology School program. Below are some important areas of Ecology School policy & procedure to be aware of:

**Packing & Equipment**

Please pay careful attention to The Ecology School packing list. Packing the right items can make a big difference to your child’s comfort during his/her stay. Keep in mind that you don’t need to go out and buy lots of new equipment for this trip. Since students sometimes get a little bit muddy or wet during lessons, pack older, more comfortable clothes that you won’t mind your child getting dirty. Lots of layers (including waterproof clothing) are the most important things to send along with your child. While The Ecology School provides a safe learning and living environment, it is not responsible for any student property that is lost or stolen.

**Communication with Your Child**

Parents are encouraged to send their child mail during the week. Send your letters (perhaps a week in advance to assure they arrive in time!) to:

*Name of Your Child*
*(Name of Child’s School)*
*c/o The Ecology School*
*640 Main St*
*Poland, ME 04274*

Unless there is an emergency students are not permitted to use the phone at The Ecology School. Students are not permitted to have cell phones while participating in Ecology School programs.

**Health & Medications**

It is important to note that in order to attend The Ecology School residential programs, all students must have filled out and returned an *Ecology School Student Health Form* that indicates all relevant medical information and an *Ecology School Registration and Permission Form*. We provide basic over-the-counter medicines (such as cough drops, antacids and pain relievers) with permission. In addition to providing any prescription medications your child is taking, parents are required to provide any specialized over the counter medications. **No student medications will be dispensed unless properly labeled and in their original containers with specific dispensing instructions clearly noted.** Please do not pack medications in your child’s luggage. All medications should be given to the classroom teachers before leaving the school.

**Supervision of Students**

All students participating in The Ecology School program have 24 hour supervision. The Ecology School staff are in charge of lessons, classroom teachers oversee the recreation fields and the dormitories at night, and classroom teachers and Ecology School staff share the supervision of students during meal times. **Any removal of students from Ecology School programs (due to appointments, illness, family emergency, etc.) must be arranged with the classroom teachers.**

Thank you!

*Alex*

Alexandra Grindle
Director of Programs