

Potato Hill Farm Outdoor Education Center
11904 Potato Hill Road
Boonville, NY 13309
Website: www.potatohillfarmoec.com

Teacher Checklist - Non-Winter

- ✓ **List of students** – we need the student intake spreadsheet completed by the classroom teacher and returned two weeks prior to your revival.
Send to scheduling@potatohillfarmoec.com, identifying any health concerns, special needs we should be aware of and meds needed to be carried. Example: asthma pump, epi-pen
- ✓ **Signed forms** from Potato Hill Farm OEC for both students and adults ready to be collected when the bus arrives on site
- ✓ **Chaperone-to-student ratio** is 1:10 (1 active adult participating to 10 students)
- ✓ **Bring your lunch** – **Eating breakfast is necessary to be successful!**
All lunches should be put in a large box, with teacher's name printed boldly on outside and sorted by classroom. No glass bottles. We have a carry in, carry out system. A power/nutrition bar is recommended for students to carry in their pocket to eat on the trail before lunch.
- ✓ **Cars are not permitted** - only school buses are allowed unless previously arranged
- ✓ **Appropriate dress** for cool, warm, wet and windy conditions is essential. Students will be more successful and have more fun.
 - Closed toe shoes with laces tied in double knots – sneakers are best
 - Socks are required
 - Helmets will fit best when long hair is tied back in a low pony tail; avoid pigtails, hair ornaments and large earrings
 - Bring sun protection of your choice
- ✓ **Electronic devises** – I Pods, hand-held games, etc., are not allowed. Your school's Code of Conduct applies to this off campus visit
- ✓ **Any accident** or injury, no matter how small, must be reported to our staff as soon as possible and always prior to bus departure
- ✓ **Call office** at (315)942-2299 when boarding bus for your estimated time of arrival