

Teacher Preparation Checklist

The following is a list of tasks to help guide you while planning your trip. Reminders will be sent out periodically by Wonder Valley to ensure your school is on track for arrival. If you have any questions about the process, please email info@wondervalley.com

Within 30 days of signing your contract:

___ **Schedule bus transportation.** The school is responsible for transportation with adult supervision to and from Wonder Valley unless alternate arrangements have been made. Plan on arriving at Wonder Valley between 10:00am and 11:00am on your arrival date.

___ Buses should arrive on the day of departure between 8:30am and 9:30am to allow sufficient time to be loaded and depart no later than 10:00am

___ Deposit is due within a month of signing the contract.

2-3 Months Prior to Visit:

___ **Wonder Valley OE Interest Survey:** You will receive an email with our Interest Survey Form. Start discussing with your team the classes and activities that you are interested in. There is a link within the survey to a description of our classes. If you have any questions about classes, please email info@wondervalley.com.

___ **Parent Information Packets:** Information Packets will be sent to the school contact with health forms and waivers attached. Parents should receive packets and start filling them out. We suggest encouraging parents to return the packets as soon as possible.

___ **Chaperones:** Start making a list of chaperones and begin planning cabin assignments. Cabins should contain 8 students and 1 chaperone. Cabin assignments are due 2 weeks prior to arrival.

___ If your school would like to request an informational session with a Wonder Valley representative, please let Wonder Valley know no later than 60 days prior to your arrival. These informational sessions are first come, first served and are limited in number on our calendar.

45 Days Prior to Visit:

___ **Wonder Valley OE Interest Survey:** Make sure you have responded to the Interest Survey. If any of the classes you are interested in are unavailable, you will be notified of any changes.

30 Days Prior to Visit:

___ **Final Number of Students Due:** Please make sure you have provided your final number of students, chaperones and staff attending.

___ **Waivers and Health Forms:** All paperwork should be collected and complete.



Teacher Preparation Checklist (Cont.)

Two Weeks Prior to Visit

___ **Cabin List.** Please confirm your desired cabin assignments with Wonder Valley. Confirm the names and genders of attending students and teachers, as well as any room preferences for them.

___ **Waivers and Health Forms:** all forms in the parent Packets are due to Wonder Valley. Mail or hand delivery are both acceptable ways to deliver the forms. If any students require special accommodations for any programming, please make that known to Wonder Valley so instructors can prepare.

One Week Prior to Visit:

___ **Final Logistics:** Wonder Valley will email you to confirm and review all trip logistics - timeline, schedule, cabin lists. Please note that a draft of your final schedule will be sent to you at this time as well.

___ **Weather Conditions:** please inform students of the current and expected conditions and ensure that they bring the proper clothing. Wonder Valley will inform the school if the schedule needs to be adjusted due to predicted weather conditions.

___ **Medications:** remind families that any medications should be labeled and brought to the bus as you load buses for the trip to Wonder Valley. Please note that any medications should be in original containers and have the student's name clearly noted on each item.

Leaving the School

___ **Final Student Count** Before departure, please take a final count of students and chaperones. If you do not have an appropriate 1:8 ratio of chaperones to students, please find a suitable replacement promptly. Note any adjustments to cabin lists or chaperones. Please send any changes to Wonder Valley as soon as possible.

___ **Collect ALL Medications:** Have a teacher or designated adult collect all medications from students.

___ **Estimated Time of Arrival:** Please contact Wonder Valley at 559-787-2551 and give an update.

Upon Arrival

___ **Baggage:** Unload baggage to designated area.

___ **Orientation:** Student and Chaperone orientations will take place on the Lakeshore Patio.

___ **Medications:** All medication should be given to Wonder Valley and the nurse on property.