

RANCHO EL CHORRO OUTDOOR SCHOOL TEACHER PARTICIPATION POLICY FOR RESIDENTIAL PROGRAM

Each teacher is requested to complete a Participant Policy form and initial after each item.

Name _____ School _____

Email _____ Phone _____

1. All participants must be listed on the official Rancho El Chorro rosters. This includes teachers, students, and parent or high school student chaperones. _____
2. Participants on the official rosters will be charged full price for attendance. (If there are shared cabin leader responsibilities it must be noted on the cabin leader roster). These shared duties must not overlap or you will be charged full price for each attendee. _____
3. Visiting by family members or friends of students or cabin leaders is not allowed. _____
4. Teachers sharing responsibilities (day/night or other) must inform the Outdoor School Director of all arrangements in advance of arrival. This must also be noted on the official roster. _____
5. Due to liability issues, family members of teachers may not visit. Teachers must be able to give their full attention to their duties at the outdoor school. _____
6. As stated on the Student Registration Form and in the Parent Guide, participants are expected to attend the entire program unless an emergency occurs or disciplinary action warrants their early departure. Students leaving early for any other reasons will not be allowed back into camp. Please remind parents that this is a once in a lifetime experience and students are very disappointed to miss out on any part of it. _____
7. Education Code #49423 requires students taking **ANY** medication including over the counter drugs must have a doctor sign off on the back of their Student Registration Form. _____
8. Students do not have access to phones to call home unless it is an emergency. _____
9. At least **30 days** prior to your outdoor school session, the following paperwork is due:
 - * Student registration forms (keep a copy for your records)
 - * Student and Teacher/Cabin leader rosters (please note if parents are sharing duties)
 - * Cabin assignments

You will be charged per person based on this information. The attendee count from these forms will be used to order food, supplies, schedule staff, and bussing. **Roster changes requested less than 30 days of your scheduled program or no-shows the date of your program will result in charges to your school at 100% of the per person amount.** _____

 Teacher's Signature _____ Date _____