

Outdoor School Program EA Coverage Form

School Name: _____	Dates of Visit _____ to: _____
Name of EA Attending: _____	Student Name(s): _____
Student(s) Support Details/Notes (Please provide further information as required): _____ _____	

IMPORTANT! Attention: Administrators and EA's

With the exception of Field Studies and evening Teacher Time, students are supervised, with staff assistance, by volunteer high-school counsellors with limited training in supporting students with complex needs. EA coverage during counsellor-supervised* activities is required in most cases, with time off provided during teacher-led activities when appropriate. If EA(s) are deemed necessary during field studies, the school-based administration will need to arrange and communicate this in advance. **2 way radios** are available for EA use when onsite. If additional adult supervision is being provided (e.g. if a parent/guardian will provide supervision at certain times), please confirm details of this with the Education Director.

IMPORTANT: Scheduled times indicated as ON are required. Additional required coverage to be indicated in spaces provided.					
Arrival Day		Program Days (Day 2/3)		Departure Day (Gr. 6 & Gr. 4 Wed-Fri)	
~ 10:15 – 10:30 am	Arrival	ON	7:00am – 7:35am	Wake-up, AM meds*	ON
7:00am – 7:35am	Wake-up, AM meds*	ON	7:35am – 8:00am	Chores or Free-time*	ON
7:35am – 8:00am	Chores and pack-up*	ON	8:00am – 8:45am	Breakfast	ON
8:00am – 8:45am	Breakfast	ON	8:45am – 9:15am	Chores or Free-time*	ON
9:15am – 9:40am	Cabin clean-up*	ON	9:40am – 11:30am	Field Study	ON
9:40am – 11:30am	Field Study	ON	11:15am – 11:45pm	Chores or Free-time*	ON
11:30am – 12:10pm	Closing Ceremony	ON	11:45pm – 12:30pm	Lunch	ON
12:10pm – 12:30pm	Chores or Free-time*	ON	12:30pm – 2:30pm	Field Study	ON
12:30pm – 1:30pm	Lunch & Departure	ON	2:30pm – 3:00pm	Snack	ON
3:00pm – 4:15pm	Rec Activity*	ON	Departure Day (Gr. 4 Mon-Wed)		
4:15pm – 4:45pm	Cabin Time*	ON	7:00am – 7:35am	Wake-up, AM meds*	ON
7:00pm – 7:45pm	Teacher Time	ON	7:35am – 8:00am	Chores and pack-up*	ON
7:45pm – 8:30pm	Evening Program*	ON	8:30am – 9:15am	Breakfast	ON
8:30pm – 9:15pm	Meds & cabin settling*	ON	9:15am – 9:40am	Cabin clean-up*	ON
9:15pm – 9:45pm	Meds & cabin settling*	ON	9:40am – 9:50 am	Counsellor Goodbyes	ON
9:45pm – 7:00 am	Overnight **	ON	9:50am – 11:50am	Field Study	ON
7:00pm – 7:45pm	Teacher Time	ON	11:50am – 12:20pm	Closing Ceremony	ON
7:30pm – 8:00pm	Evening Program*	ON	12:30pm – 1:30 pm	Lunch & Departure	ON
8:00pm – 8:30pm	Meds & cabin settling*	ON	9:00pm – 9:45pm	Meds & cabin settling*	ON
8:30pm – 7:00am	Overnight **	ON	9:45pm – 7:00 am	Overnight **	ON

I have reviewed the EA schedule and understand the coverage requirements as indicated. EA: _____ Date: _____	I have reviewed the EA schedule and have communicated the coverage expectations to attending EA(s) and teaching staff. School Administrator: _____ Date: _____
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ADMINISTRATORS: Please send completed EA Coverage Form(s) to the Education Director at cmcmullan@sd44.ca one week in advance of your program. Administrators are responsible for communicating details (name, overnight dates) of EA overnight supervision for additional compensation to Sylvia Stewart.