

Outdoor School Program Planning & Preparation Timeline

In order for Cheakamus Centre to prepare for and organize the best possible outdoor educational experience for your school, we require specific information prior to your program arrival date. Please note the preparation timeline below.

Timeline	Stage	Task
6-8 weeks Before Visit	Begin Planning	<ul style="list-style-type: none"> Your Cheakamus Centre Planning Teacher will contact you to provide more information about your program, curriculum resources, links to required forms (also below), and dates forms are due back. Begin collaborative planning process with other school (if applicable). Confirm bus transportation (for non SD44 schools only).
	Complex Needs	<ul style="list-style-type: none"> Start to make plans for students with complex needs. Speak with your Learning Support Teacher and your Cheakamus Centre Planning Teacher about this.
	Distribute Resources and Forms to Parents and Staff	<ul style="list-style-type: none"> Send a digital Parent Letter (including dates, costs, and Parent Meeting details). Send a digital copy of the Parent Handbook which includes a packing checklist (print version available here). Packing List Informed Consent Form Medical Form
	Parent Meeting	<ul style="list-style-type: none"> Host a Parent Information Meeting at your school. Share our 8 minute Introductory Video and ODS Powerpoint (Grade 4 or Grade 6).
2-4 weeks Before Visit	Field Study Planning	<ul style="list-style-type: none"> Communicate field study preferences with attending teachers from both schools. Confirm field study plan and related resources or other requirements with your Cheakamus Centre Planning Teacher.
	Prepare Students	<ul style="list-style-type: none"> Prepare student name tags and orient students to their upcoming trip.
	Collect Forms	<ul style="list-style-type: none"> Collect all required documentation for all students and staff and check for completion. Collaboratively create Cabin Groups and Field School Groups (typed with schools differentiated by CAPs or lower case).
2 weeks Before Visit	Scan and send forms to Cheakamus Centre	<ul style="list-style-type: none"> Scan and email all completed forms to odsclinic@sd44.ca. Include the name of your school and start date of program in the subject line. Ensure indicated forms are alphabetized when sent. Keep all original forms at your school. <i>(please see below for links to required documentation)</i>
Arrival Day		<ul style="list-style-type: none"> Illness: If a child's or adult's health is questionable on arrival day, please keep them back. If they recover quickly, they can always join us at a later time. Bringing a sick child or adult may result in someone having to travel to Cheakamus Centre to pick them up or, worse, the possible quick spread of illness to other students and staff on the program. Verify student numbers and confirm any changes to cabin or field study groups. Ensure any medications or dietary supplements are passed on to the Program Support Specialists. Make sure student name tags have been distributed and are worn by students getting off the bus. (*this will provide more time for teacher orientation on arrival.)

Required Documentation

All of the forms noted below are located on the [Teacher Resource & Forms Page](#) on our website using the “Outdoor School Program” drop-down menu:

Package 1

1. [Class List](#)

Please include a list of all attending students and staff indicating the # of girl and boy students.

2. [Medical Form](#)

We require this form for all student and adult participants, even if they are only staying for a single night.

3. [Informed Consent Form](#)

This form is for all student participants and outlines the inherent risks associated with the Outdoor School Program at Cheakamus Centre. It must be read and signed by parent or guardian of the child.

Package 2

A link will be emailed to you by your CC planning teacher to a shared folder on the SD44 OneDrive. The folder will contain the below forms. Please complete these forms online and email your CC planning teacher once completed. Using these shared documents helps support a smooth planning process when working with another school.

1. [Cabin Groups Form](#)

This form details how students are grouped in their cabins. Please distribute students as equally as possible when preparing your lists. This will assist our high school leaders who are responsible for creating a cabin community.

2. [Field Study Groups Form](#)

The number of field study groups is the number of visiting teachers plus two teachers from Cheakamus Centre. For example, with 5 visiting teachers, the number of groups is 7. Teachers who job-share during the week are considered as one teacher.

Please note: Any [EA Coverage Forms](#) are to be completed by your school’s administration and sent to cmcmullan@sd44.ca. Please check-in with your school’s administration to confirm this has been completed.