



Teacher Planning Letter

We are excited about your class coming to visit our Preserve to participate in our **SCENIQ Students Conducting Environmental Inquiry** program!

Before you come, there are some things you can do to help your visit go smoothly.

- 1) **Make sure students are dressed appropriately.** They should wear comfortable shoes, bring a jacket and hat, dress in layers, and wear long pants.
- 2) **Please do not bring additional students with you from other classes.** Bring only the number of students that you applied for on your application. We plan our staff accordingly.
- 3) Please make name tags for students.
- 4) Each student should bring a drink and lunch. We encourage “green lunches” – those with little trash. A bag lunch with a reusable water bottle works well. Students will be asked to pack their garbage out.
- 5) Students may bring backpacks with them, but please discourage any electronics, cell phones, weapons, toys, or heavy books. Cameras and binoculars are welcome.
- 6) **We take your class out in two groups during the field trips.** Please think about how you would divide your class into these two smaller groups, including if a group may benefit from a Spanish speaking educator.
- 7) Our field trips are from **9:30am-1:30pm**. We cannot extend the end time, so please try to arrive on time. We cannot guarantee that we can reschedule classes due to poor weather (sorry!). The students must have appropriate rain gear if you elect to participate in a rainy day hike. **Please contact us by 4:00pm the day before your visit at: 707-591-9310** if you would like to cancel due to rain.
- 8) Please inform our staff prior to the trip of any medical conditions or students with special needs. It is your responsibility to ensure that the students have any medication necessary on the trip (i.e. asthma inhalers, epipens for bee allergies, etc.). Students without their medication will not be allowed to participate in the hike.
- 9) Poison oak, ticks, and rattlesnakes are common throughout California. Please make sure that students stay on the trail during the hike to avoid coming into contact with them.
- 10) Please make sure that each parent has signed the **waiver form** (attached) which allows us to perform emergency first aid (mandatory) and take photographs (optional). **We need to have completed forms for each child before they can participate in your fall visit.**

11) School Groups are covered under the Redwood Empire Schools Insurance Group's Certificate of Liability Insurance issued by Wells Fargo Insurance Services. **If you are not part of the Redwood Empire Schools Insurance Group, you must provide Pepperwood with a comprehensive liability insurance certificate**, which is easy to obtain through your school's insurance company at no additional cost.

A Note about Chaperones: Thank you for taking the time to invite chaperones to come with your class to the Preserve. Please let them know that they will be going on a two hour hike, and to dress appropriately. They are expected to follow all Preserve rules (respect all plants and animals, no smoking, no littering, no cell phone calls). We also ask that chaperones bring no siblings. I have attached a chaperone letter that you can distribute to parent chaperones prior to your visits.

You will receive a confirmation email approximately one week prior to each field trip and class visit. Please meet the instructors at the front of the Dwight Center when you arrive.

We are excited to offer our programs at a low cost to schools due to the generosity of our foundations, donors, and members. Indeed, our programs would not exist without their support. Thank you very much if you are a supporter of Pepperwood and our programs! To become a member or find out more about our other programs, please visit our website at: www.pepperwoodpreserve.org.