

Teacher Checklist

Register for Your Week:

- Schedule dates to attend Camp Hamilton's Environmental Education program.
- Sign and return contract with a deposit
- If you are a Non-Archdiocesan school, please provide the Archdiocese with proof of insurance. (Contact EE Director with questions)

Before Camp:

- Review all teacher's materials from the website
- For teachers new to CYO Environmental Education, schedule a date for an information night for parents and students. Camp staff will join via zoom. (This is optional, but can be very informative for parents, teachers and students.)
- Select chaperones and inform them of their procedures and expectations.
- Make sure that chaperones have appropriate Safe Environment training and background checks. Your school Safe Environment Coordinator will have more information. One chaperone for every 8 students is required. It is recommended for cabins with more than 8 students to have 2 chaperones. (Non-Archdiocesan school? Contact the EE Director.)
- Divide students into exploration and cabin groups.
- Secure funding from school, parent, student and community resources.
- Share scholarship link with families. Students are eligible for one scholarship per season of the year: spring, summer, winter, and fall. We will email the family when it's approved and let the teacher know as well.
https://docs.google.com/forms/d/e/1FAIpQLSekFhAGYKJOELFyVJwW9EVu9ziHUbk9R4Jd63QUufqHo-r7Ag/viewform?usp=sf_link
- Arrange for transportation including making arrangements for an emergency vehicle while at camp.
- Send and collect all necessary paperwork from parents and students. Make sure to have dietary restrictions, health forms, and challenge waivers from all who will be at camp. This includes all teachers, staff, chaperones and students.
 - Camp does not require additional health forms beyond your school's requirements.
 - We will send out forms for dietary needs and the challenge course waiver.
- Make arrangements for a nurse or medication/first aid dispenser.
- Plan and be prepared to lead some activities in the afternoon with your chaperones.
 - Each teacher will be expected to bring necessary materials unless you pre-arrange it with the camp director.
 - Teachers and chaperones will help students use templates and materials we provide to plan morning and evening prayers and liturgy.
 - Other activity ideas include: preparing songs and skits for campfire (on second night), games, crafts, cards, board games, tie-dying, journals, orienteering, etc.
- Hold a chaperone information meeting: give link to the Chaperone Manual, have them fill out health forms, challenge waivers, background checks and Safe Environment training. Discuss expectations and get them excited for a fun, faith-filled experience.
- Gather the exact t-shirt sizes. Fill this out on the group information form you received.
- Send suggested packing list to parents
- Discuss trip goals. Send home the Safety Agreement for parents and students to sign and return.
- Have students work through the Student Guidebook in class.

Day You Leave School:

- Distribute directions (Maps CAN BE WRONG – please use the directions provided), a map, and camp telephone number (360-863-1525) to all drivers or the bus driver. Make sure you have the cell phone numbers of all drivers.
- Inform all participants of their Exploration group and cabin assignment (teachers assign cabin groups and we assign them to the cabin/lodge)

Please Bring to Camp:

- Directions to Camp Hamilton (Google Maps CAN BE WRONG – please use the directions provided).
- Every participant's Health form, Challenge Waiver, (including teachers and chaperones) and medications.
- First Aid kit for your school. Include over the counter medications (ibuprofen and Benadryl is commonly needed), bloodborne pathogens protection (gloves, breathing mask, etc), thermometers, bandaids, and feminine hygiene products.
- Sack lunch for everyone for your first lunch.
- Lists of cabins and Exploration assignments.
- Supplies for choice time activity.

During Camp:

- Provide leadership and guidance to chaperones.
- Distribute t-shirts.
- Provide assistance to the Teacher Naturalists as necessary.
- Be available to respond to any student behavior concerns.
- Run afternoon school-led rotations.
- Conduct a check of cabins in the evening to see that everyone is settled.
- During meals, there must be at least one teacher or chaperone at each table.
- Participate in camp activities (meals, campfire, field studies, etc.).
- Ensure that students are supervised at all times during your stay.
- Be responsible for the health needs of your students in conjunction with your school's guidelines and policies. Medications, first aid, and sick or injured camper transportation are the responsibility of the school.
- Meet with the EE director to finalize billing. The invoice for the remainder of your balance will be sent to your school after your departure.

After Camp:

- Send the balance due to the Camps and Guest Services office in Seattle.
- Teachers, parents, and students fill out online evaluations.