



# ST. MICHAEL'S EPISCOPAL DAY SCHOOL

October 28, 2011

Dear Sixth Grade Parents:

The trip to Monte Toyon for grade six is scheduled for January 24 through January 27, 2012. Enclosed are all necessary forms as well as other pertinent information. **You will be billed on your November monthly statement, and the total amount of \$395.00 per student is payable to St. Michael's by November 30, 2011.**

**The medical form enclosed must be completed and returned by Friday, December 2. Please note that if your child takes medication, a physician must complete and sign the form.** Please read all of the other information carefully, especially the list of needed clothing and equipment. It is imperative that the students have warm, proper attire for the trip. Comfortable waterproof hiking boots and rain gear are essential as the trip includes daily lengthy hikes.

**Monte Toyon does not allow food or electrical appliances in the dormitories. IPODS, iPADS, CELL PHONES OR ANY OTHER ELECTRONICS ARE NOT ALLOWED UNDER ANY CIRCUMSTANCES.**

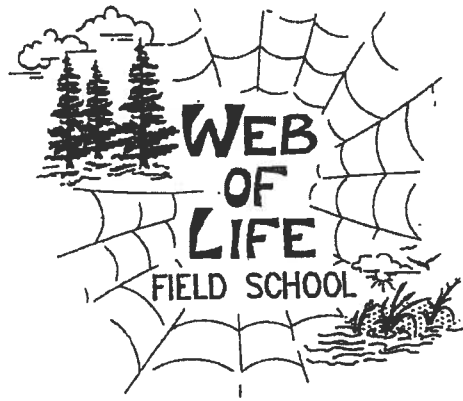
Faculty chaperones for the trip are Mr. Varanini and Mrs. Jensen. We do need help with transportation to Monte Toyon on Tuesday, January 24 and returning Friday, January 27. If you are willing to drive a group either direction, please let the room parents and teachers know.

If you have any questions or concerns regarding the trip, please call me. This educational experience is a vital, major part of our sixth grade year, and the students are looking forward to the experience with enthusiasm.

Very truly yours,

Mary D. Heise  
Associate Head of School

# Web Of Life Field School Parent Packet



*"Building respect, appreciation, and stewardship within the Web of*

*Dear Parent,*

This packet contains your child's passport to a successful field school experience. Please read all the information in this booklet. There are several forms to fill out and return to your child's classroom teacher. Our goal is to insure each child a safe, comfortable and rewarding experience. If you have any questions please ask your child's teacher or call Tiffani Welsh at the WOLF School Office at 831/684-0148.

Please find inside:

- \* Behavior expectations & responsibilities
- \* What to Bring to the Outdoor School
- \* Medical Authorization Form (complete and return to your child's teacher)
- \* Medication / Prescription Form (complete and return to your child's teacher)

We will take good care of your child. Thank you for giving us this opportunity.

***The Web of Life Field School Staff***

## Behavior Expectations and Responsibilities

Our staff believes in positive reinforcement when it comes to behavior expectations. We feel that once students know and understand the behavior guidelines they will realize that they are fair and equitable to everyone. The following guidelines are not meant to restrict students from having a pleasurable experience, but rather to insure that everyone enjoys a healthy and safe field school experience.

Students should also be covering these rules in their classroom. Please discuss them with your child and be sure that she/ he understands the expectations and consequences.

### Basic Rules:

1. Show respect for other people, places, and all living things.
2. Always walk.
3. Always be with an adult.

### Cabins:

1. Students are not to enter cabins other than their own.
2. Students are expected to be in bed and quiet by lights-out time.
3. Students will stay with their group at all times.
4. Pillow fights or rough-housing of any kind are not permitted.
5. Directions of the chaperone need to be followed.

### Trail and Grounds:

1. Stay on the trail and walk with your naturalist or chaperone.
2. No running, throwing objects, pushing, or using walking sticks.
3. Students will not remove or harm any living plant or animal.
4. Listen quietly when a teacher, naturalist, chaperone, or other students are speaking.

### Dining Hall:

1. Talk quietly at your table.
2. Only the "hopper" is allowed to leave the table during the meal.
3. No throwing or playing with food.
4. Listen right away when it is time for announcements.

### Personal Belongings:

1. If it's not on the list, please don't bring it.
2. Students should not have hair dryers, walk-mans, or any electrical accessories.
3. Students should not have candy, gum, or food of any kind.
4. Students should not bring money or valuables.

## Discipline Policy

Responsibility for disciplining students at the Web of Life Field School will be shared by the entire staff including the director, classroom teachers, naturalists and chaperones. Communication between all members of the staff is essential in order to insure consistency and follow through.

**Note:** Students are responsible for understanding the rules **before** coming to the Web of Life Field School.

### Discipline Procedure:

Clearly explain the rules, reasons for them and expectations of the students.

1. **First Infraction:** Adult involved in giving the warning counsels student, explaining warning and insuring understanding of the rule.
2. **Second Infraction:** Teacher will be involved. Remind student of previous discussion and rules and consequences of repeated warnings.
3. **Third Infraction:** Student will be counseled by Program Director. Teacher will be consulted to determine course of action. Discipline report ("contract") will be filled out and signed by the student. Student is given a "send home warning" if the inappropriate behavior continues. Parents are notified at this time.
4. **Further Discipline:** The student may be sent home at this time. The decision to send a student home is made by the Program Director in cooperation with the classroom teacher. The principal of the student's school will be informed and the student will be expected to attend school.  
The transportation of the student is the responsibility of his/her parent/guardian.

## What to Bring to the WOLF School

Weather is variable so please bring cold weather and warm weather gear.

### Essential Items

- Bag Lunch for first day
- Day pack
- Water bottle/canteen
- Rain coat/poncho (rain or shine)

### Bedding

- Sleeping bag *or* sheets and three warm blankets
- Pillow

### Toilet Articles

- Two bath towels and a wash cloth
- Toothbrush and toothpaste
- Comb/brush
- Soap/soap box
- Chapstick
- Sunblock

### Other Equipment

- Laundry Bag
- Flashlight

### Optional Items

- Shower flip-flops
- Hand Lotion
- Pencil
- Stationery
- Envelopes & Stamps
- Book for reading
- Insect Repellent if desired

### Clothing

- Shoes suitable for walking, 2 pairs
- Underwear, 4-5 changes
- Socks, 8 pairs
- Pajamas
- Jeans or long pants, 2-4 pairs
- Shirts, long and short sleeve, 4 total
- Heavy sweater/sweatshirt
- Hat
- Handkerchief
- Warm jacket, hat, & gloves
- Warm weather clothing (shorts, etc.)
- Raincoat/poncho(a large trash bag works)

Make sure that all clothing is stuff that is comfortable and can get dirty.

### DO NOT bring the following to the Field School:

Hair dryers, curling irons	Money
Knives	Radios
Comic books	Food, gum, candy, cookies, soda
Fishing gear	Electronic games
Cell phones or pagers*	

*\*Cell phone service is not available at our sites at this time. Student phone use is limited to emergencies.*

*Note: It is not necessary to purchase new clothing or equipment. The tennis shoes your child wears to school are fine and warm blankets and sheets will serve the same purpose as a sleeping bag. Please label all clothing and personal items to prevent loss. Remember to bring a sack lunch for the arrival day.*



Child's Name \_\_\_\_\_ (M F) Birthdate \_\_\_\_\_

In accordance with California Education Code 49423, in order for your child to receive over-the-counter or prescription medication while attending the Web of Life Field School, your child's physician must fill out the following form.

Turn in medication and form directly to your child's classroom teacher.

Medication must be in its original labeled container accompanied by this form completed by a physician. *No medications, including over the counter medications, will be administered without a current physician's authorization AND signature.* Example: no loose pills or vitamins. All need to be in original containers. WOLF School does not provide any medication for its participants. All necessary medications must be sent from home with the student.

**TO BE COMPLETED BY PHYSICIAN**

Child's name \_\_\_\_\_

Medication	Dosage and times taken	Condition being treated	Possible side effects

Remarks \_\_\_\_\_  
 \_\_\_\_\_

Physician's Name \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*PHYSICIAN'S SIGNATURE \_\_\_\_\_ \*\*\*

License No. \_\_\_\_\_ Physician's Phone \_\_\_\_\_

**TO BE COMPLETED BY PARENT**

PARENT AUTHORIZATION FOR ADMINISTRATION OF MEDICATION

I request that my child, \_\_\_\_\_, be administered medication as directed by my child's Health Care Provider. My signature below also authorizes the designated staff person/classroom teacher to consult the above named Health Care Provider regarding my child's medical/medication needs. I understand that the medication to be taken during the Web of Life Field School Program must be sent in a pharmacy labeled bottle and I must notify the school if the medicine is changed or stopped.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (please print) \_\_\_\_\_ Phone No. \_\_\_\_\_