PATHFINDER RANCH SCIENCE & OUTDOOR EDUCATION SCHOOL

TRIP COORDINATOR CHECKLIST

PRIOR TO ARRIVAL

- ❑ **ONE WEEK PRIOR:** All students must return all completed paperwork to the trip coordinator
- ❑ **3 business DAYS PRIOR:** Trip coordinator must double check all student paperwork to assure it is complete and organized correctly
- ❑ **3 business DAYS PRIOR:** Trip coordinator must email all rosters and the final information update
  - ❑ Master Roster
  - ❑ Medical Roster
  - ❑ Study Group Roster
  - ❑ Table Roster
  - ❑ Cabin Roster
  - ❑ Final Information Update

ORGANIZATION

- ❑ Student Health Medical Release & Consent Forms must be alphabetized in ONE pile (NOT separated by class).
- ❑ Temporary Adult Emergency Information & Medical Release forms (Alphabetized).
- ❑ Doctor's orders must be with medications in a zip-lock bag
- ❑ Sack lunches MUST be collected and placed in boxes separated by study groups
- ❑ Bring extra lunches for students who forget and extra water bottles for students who loose them
- ❑ Please separate all school or district forms (i.e. permission slips, medical release, etc.) from the Pathfinder forms, as we **do not** need them. Please detach these and keep them for your records.
- ❑ Create nametags that include Cabin Group, Study Group, Dining Group, and name. Students and adults must know their groups **before** they arrive.
- ❑ Create an information packet for your chaperones that includes the list of the students in their study group, table group, and cabin group.
- ❑ Late, incomplete, or missing paperwork may cause the alteration of the school's schedule/ activities and/ or delay the participation of individual campers.

MEDICATION

- ❑ Be sure all medications and medical forms are with *one person* on the bus that arrives with the children. **(Never with someone following in another vehicle).**
- ❑ **Inhalers**
  - It is especially **important** that any **asthmatic** student have immediate access to his/her inhaler if needed **while** on the bus.
  - If two or more busses are utilized please be certain that asthmatic students and any other individual requiring any type of emergency medication are on the bus that is carrying inhalers/medicines in case of an asthma attack or emergency.
  - Label inhalers with children's first & last names.
  - Upon departure from Pathfinder, students will be instructed **NOT** to pack inhalers in their luggage and to keep them on their person for the trip back to school. A written Pathfinder release-from-liability is required if school collects inhalers from students before the bus ride home.
- ❑ Be sure all medications are in their ORIGINAL CONTAINERS (no individual pills in bags etc.) and each medication (including regular OTC medications and inhalers) must be accompanied by a ***Medication Order*** with appropriate signatures.

CHECK & DOUBLECHECK

- ❑ Your rosters and cross off any students who will not be attending. You must know the total number of attendees upon arrival.
- ❑ All medical forms to ensure **signatures** are present.
- ❑ Be sure each student has packed her/his own lunch. Pathfinder does not provide lunch on arrival day.
- ❑ Everyone has his or her luggage? Visit the restroom. Load Busses.
- ❑ *Get very excited!*

PATHFINDER RANCH SCIENCE & OUTDOOR EDUCATION SCHOOL

THE DAILY SCHEDULE

To best serve the needs of each school, Pathfinder Ranch Outdoor Education School offers a variety of schedules varying from three to five days. The following sample schedule outlines any length of stay.

There are several variables that may alter the schedule including the number of students attending, length of stay, classes, and activities chosen by the school. The details of the schedule are posted on the board adjacent to the basketball court.

(Standard Time)

DAY ONE	
11:30 (10:59)	Arrive at Pathfinder Ranch, Cabin Assignments
12:00 (11:30)	Sack Lunch (students bring their own lunch for arrival day)
12:30 (12:00)	All-Group Presentation
12:45 (12:15)	Orientation Hikes
1:15 (12:45)	Students to cabins to prep for class
1:45-3:30 (1:15-3:00)	Period 1
3:45-5:30 (3:15-5:00)	Period 2
5:30 (5:00)	Dinner
6:30 (6:00)	Free Time
7:30 (7:00)	Evening Program (Fire Drill)
9:00 (8:30)	Back to Cabins
9:30	Lights Out
DAY TWO-FOUR	
6:30	Rise & Shine
7:00	Breakfast
8:00-9:45	Period 1
10:00-11:45	Period 2
12:00	Lunch
12:45-1:30 (12:45-1:00)	Rest Period/Free Time
1:30-3:15 (1:00-2:45)	Period 3
3:30-5:15 (3:00-4:45)	Period 4
5:30 (5:00)	Dinner
6:30 (6:00)	Free Time
7:30 (7:00)	Evening Program
9:00 (8:30)	Back to Cabins
9:30	Lights Out
LAST DAY	
6:30	Rise & Shine and move luggage to one side of basketball court
7:00	Breakfast
8:00-9:45	Period 1
10:00-11:45	Period 2
11:45	Lunch
12:45	Departure

PATHFINDER RANCH SCIENCE & OUTDOOR EDUCATION SCHOOL

MEDICAL CARE EXPLANATION

OUR HEALTH STAFF

The health staff is available by phone or radio 24 hours a day for accidents and serious medical concerns.

During your stay, our health staff will:

- Review all student's/teacher's/volunteer's medical forms to assess risks and needs
- Create a confidential medical concern list to alert Pathfinder staff to special needs of students
- Receive all medications with *Medication Orders* and create a schedule to properly administer each medication in a timely manner
- Contact parents by phone when special needs are not clear
- Render care to students, staff, teachers and volunteers as needed in accidents and illness
- Make a determination of whether a student has risk of contagion and give the order that the student be transported home as soon as possible. However, Pathfinder cannot make a diagnosis.
- Request support and assistance from faculty and chaperones as needed to maintain hydration and safety of students
- In the event of an emergency, contact EMS and have the students transported to the nearest medical facility

YOUR SCHOOL

During your stay, your school will be asked to:

- Provide complete and accurate forms for all attending adults & students in a timely manner
- Assist with "rounding up" students at designated times for regularly-scheduled medication
- Provide transportation home if the parents of ill student are unable to do so
- Provide same gender teacher/chaperone to supervise sick students

IMPORTANT HEALTH CENTER REMINDERS

- Properly completing and organizing forms allows our health staff to assess and disseminate pertinent information to instructors. Improper completion and organization may lead to unnecessary delays, students not being allowed to participate, or alterations to your school's schedule.
- Ill students must be transported home. There are no exceptions. The health center must be a safe zone for students to enter as needs arise. The health center will only be used to isolate a sick child for as long as needed to arrange transport. If parents are unable to arrange transport, school authorities must provide transportation.
- Children who show no signs of actual illness but could use rest/down time will be asked to leave the clinic to provide space for those who need medical attention. In this event, the school will be asked to provide an adult to supervise the child. If a student is not ill but is failing to thrive in this environment, school faculty and Pathfinder staff will determine a course of action.
- We employ an Emergency Medical Technician (EMT) not a nurse.

PATHFINDER RANCH SCIENCE & OUTDOOR EDUCATION SCHOOL

Pathfinder Ranch Bed Count

Please see the cabin roster sheet on the disk for additional cabin and bed information.

McKonkey Lodge (teachers' cabin) = 24 beds

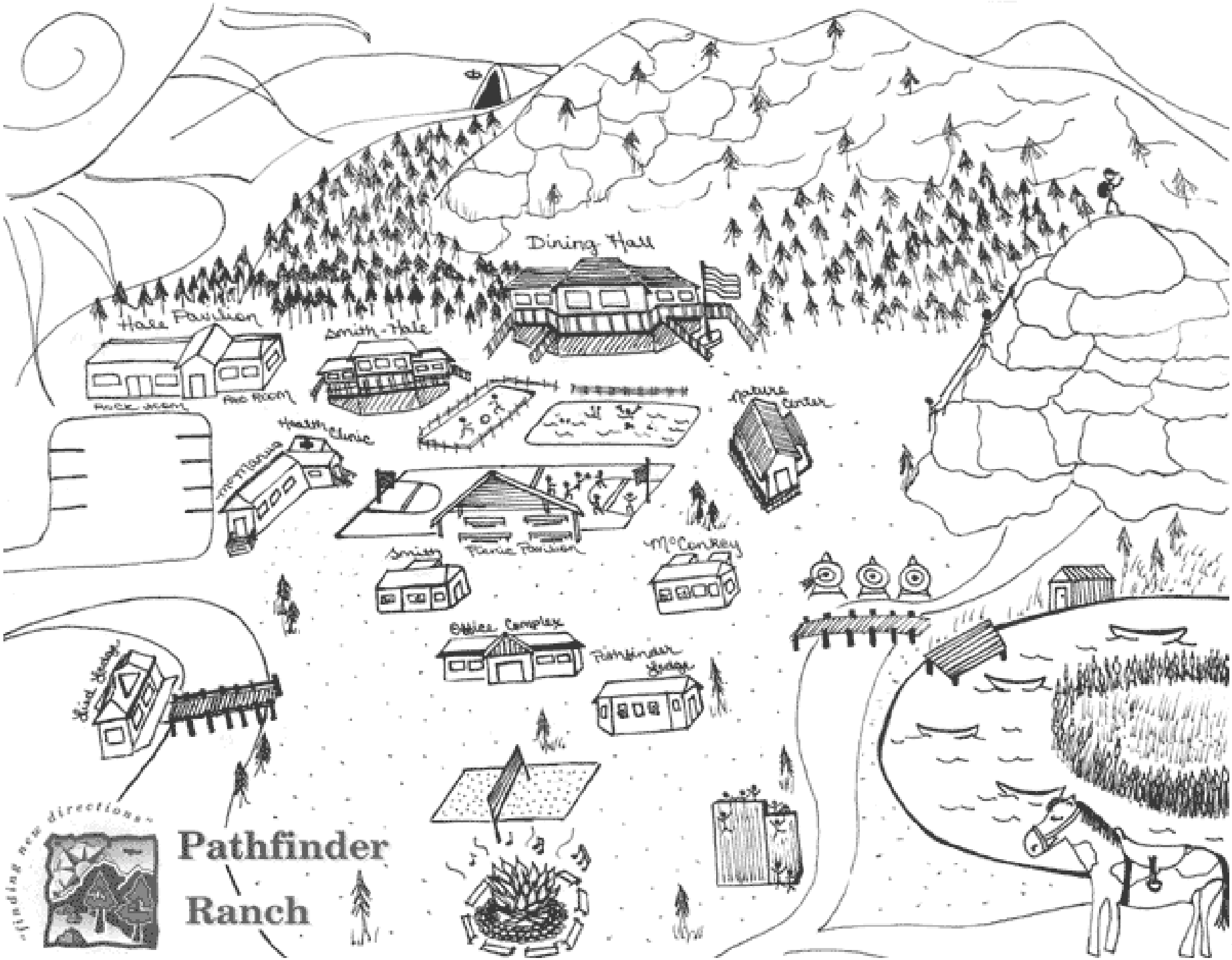
Pathfinder Lodge – 40 beds
- Pintos =16 (plus 4 in side room)
- Palaminos = 16 (plus four 4 in side room)

Smith Lodge = 34 beds
- Appaloosas =14
- Buckskins =14
- Lobby = 6

McManus Lodge = 52 beds
- Buffaloes =24
- Longhorns =28

Smith-Hale Lodge = 48 beds
- Mustangs =20
- Arabians =20
- Lobby = 8

TOTAL BEDS = 198 (for students and adults)


Dining Hall
Hale Pavilion
Smith-Hale
Rec. Room
Pool Room
Health Clinic
Nature Center
Picnic Pavilion
Smith
McConkey
Office Complex
Pathfinder Lodge
Bird Lodge
"finding new directions"
Pathfinder
Ranch