



Lead Teacher Guide

This Lead Teacher Guide will be your guide throughout the planning of your Cal-Wood school program. As you will learn, it contains all the necessary documents and information you need to get your trip organized.

In addition to this guide, you will be receiving an online, dynamic document that will guide you through the customization process for your Cal-Wood program. Therein, we will be working together to optimize the academic component of your program as well as all the logistical details and any special accommodations needed.

We are here to help you customize your Cal-Wood experience and we are excited about your visit. Please contact us with questions or concerns.

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School Program Phone Number: 303-449-0603 ext. 1 (Chris), ext. 5 (Jamie), ext 7 (Rachel)

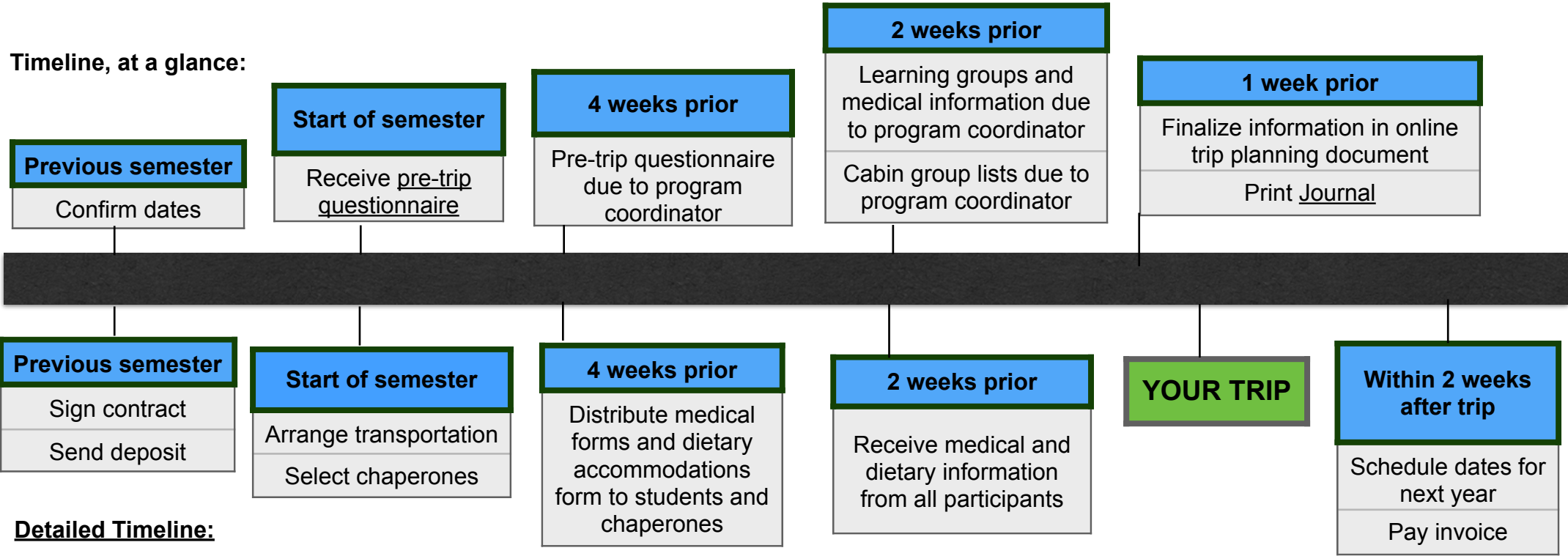
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Program and Contract Timeline

Timeline, at a glance:



Detailed Timeline:

Timeline:	Pre-Trip Responsibilities	Notes:
Previous semester	<ol style="list-style-type: none">Confirm datesReturn signed contract with deposit	<ol style="list-style-type: none">You will be receiving a date confirmation email. Please be sure the dates sent to you are accurate.Once you receive your contract, please sign and return it with your deposit to: PO Box 347, Jamestown, CO 80455
Start of the semester	<ol style="list-style-type: none">Receive <u>Pre-Trip Questionnaire</u>Arrange transportationSelect chaperones	<ol style="list-style-type: none">Confirm that you are able to open and edit your online trip planning document (first page in the document will be the Pre-Trip Questionnaire) sent to you via email by the Program Coordinator.Arrange transportation for your group.As per district policy, please select the number and the gender of your chaperones based on projected cabin occupancy.
4 weeks prior	<ol style="list-style-type: none">Finalize Pre-Trip QuestionnaireDistribute student medical forms, chaperone medical forms and dietary accommodations guide to all participants	<ol style="list-style-type: none">There is no need to submit or save the online trip planning document, it is saved in real time. The Program Coordinator will add your learning group and cabin group pages to your online trip planning document once your questionnaire is completed.Distribute Cal-Wood medical forms and dietary accommodations guide to all students, chaperones, and teachers that will be attending. Set a deadline of 2 weeks to have these medical forms returned.
2 weeks prior	<ol style="list-style-type: none">Receive medical and dietary information from all participantsLearning groups and medical information submitted onlineCabin group lists submitted online	<ol style="list-style-type: none">We recommend creating your learning groups 3 weeks before your trip and filling in the medical and dietary information as it becomes available to you.Completing your learning groups, cabin groups, and medical information by this date ensures we have plenty of time to accommodate your group and any individual needs.
1 week prior	<ol style="list-style-type: none">Finalize information in online trip planning documentPrint <u>Journal</u>	<ol style="list-style-type: none">Please finalize all information in your online trip planning document. One week before your trip the Program Coordinator will limit editing access to your online trip planning document and any changes to these documents (learning groups, cabin groups etc) will need to be requested via email.Please follow <u>the instructions</u> on our website to properly print <u>journals</u> for your students. We recommend printing a few extra.
Your trip	<ol style="list-style-type: none">Call Cal-Wood as you are departingWhen you arrive, have the designated emergency vehicle drive to the lodge. The busses and the rest of the vehicles will park down by the pond in the visitor parking lot	<ol style="list-style-type: none">Call the Cal-Wood Program Director or Coordinator at extension 1 to let us know that you are departing.We recommend bringing a high-clearance, 4-wheel drive vehicle as your emergency vehicle.
2 weeks after your trip	<ol style="list-style-type: none">Schedule dates for next yearPay invoice	<ol style="list-style-type: none">You will be receiving a post-program email from the Program Coordinator that will contain information regarding scheduling dates for next year.An invoice will be emailed to the appropriate person at your school.



Transportation

Options:

1. Individual cars: limited to smaller school groups and must park down the pond in the visitor parking lot. We recommend bringing high-clearance cars that are 4-wheel drive and equipped with good tires in case of inclement weather.
2. School bus: In requesting district busses, please be sure to remind them that the buses should be mountain equipped.
3. Charter bus: If requesting a charter bus, please be sure it is mountain equipped.
4. Renting a school bus: We can highly recommend Velocity Transit if your district busses are not available. Please let them know Cal-Wood sent you.

Emergency vehicle information:

There must be one vehicle that is the designated school emergency vehicle, for any needed transportation to a hospital or other such emergency. This is the only vehicle that will park behind the Lodge. It is recommended that this vehicle be well equipped with 4-wheel drive and good tires in case of inclement weather.



Driving tips:

Please drive slowly through Jamestown. The posted speed limit is 15 mph. Please be respectful of the residents of Jamestown and keep your speed down.

Once you turn onto Balarat Road (also CR87), please be aware that this is a steep, narrow dirt road with two-way traffic. Please drive slowly and cautiously around curves and remember that the vehicle traveling uphill has the right of way.

Travel times:

Please be respectful in the canyon and drive slowly as there are steep drop offs and uneven areas. These following estimated times do not factor in traffic, weather, or any road delays in the canyon, so please consider that when planning your arrival and departure times.

From Boulder: 35 minutes

From Longmont: 45 minutes

From Denver: 75 minutes

From Greeley: 90 minutes

From Aurora: 105 minutes



[Click here for printable driving directions.](#)
[Check road conditions: https://www.cotrip.org/](https://www.cotrip.org/)



Pre-Trip Questionnaire

You will receive a personalized electronic version of your pre-trip questionnaire. This is a link that you can share with co-teachers, but please keep in mind it will have confidential student information and should not be shared beyond school staff. Information is saved in real time and does need to be saved or submitted. Please contact us if you have questions or concerns while filling out the online version.

This is a screenshot of the document you will be filling out online.

Pre-Trip Questionnaire

Cal-Wood will work with you to create an educational program that suits your unique goals and needs.
This questionnaire is the starting point to that customization process.

**** Please fill out all blue fields ****

<h4>SCHOOL INFORMATION</h4> <p>School Name: <input type="text"/></p> <p>Mailing Address: <input type="text"/></p> <p>Main Phone Number: <input type="text"/></p>	<h4>LEAD TEACHER INFORMATION</h4> <p>(the lead teacher is the main point of contact for the Cal-Wood program)</p> <p>Lead Teacher Name: <input type="text"/></p> <p>Phone Number (work): <input type="text"/></p> <p>Phone Number (mobile): <input type="text"/></p> <p>Email Address: <input type="text"/></p>
<h4>PROGRAM LOGISTICS</h4> <p>Arrival Date: <input type="text"/></p> <p>Arrival Time: <input type="text"/></p> <p>Departure Date: <input type="text"/></p> <p>Departure Time: <input type="text"/></p> <p>(Please select the time you need to be ON THE BUS and leaving Cal-Wood.)</p> <p>Mode of transportation: <input type="text"/></p> <p>Please note: one vehicle needs to be parked at the lodge and designated as the emergency vehicle</p>	<h4>PROGRAM PARTICIPANTS</h4> <p>Number of Male Students: <input type="text"/></p> <p>Number of Female Students: <input type="text"/></p> <p>Total number of students: 0</p> <p>Number of school personnel attending: <input type="text"/></p> <p>Number of other adults attending: <input type="text"/></p> <p>Total number of adults: 0</p> <p>Your student:adult ratio is: <input type="text"/></p> <p>(a 10:1 ratio or lower is preferred)</p>
<h4>GENERAL STUDENT INFORMATION</h4> <p>Grade Level(s): <input type="text"/></p> <p>General level of experience/comfort in the outdoors: <input type="text"/></p> <p>Describe any injuries or disabilities to be considered in programming: <input type="text"/></p>	<h4>STUDENT ACADEMIC INFORMATION</h4> <p>General academic strength of students: <input type="text"/></p> <p>Amount of sheltering/scaffolding used in classroom: <input type="text"/></p> <p>What strategies are used to engage all students in the classroom? <input type="text"/></p>

If you are not familiar with Cal-Wood's program offerings, and would like to meet to discuss the programming, please contact us by email: curriculum@calwood.org

Notes:

- Please fill out all blue sections and be as thorough as possible so we can customize your program to meet your individual student and academic needs.
- The lead teacher is the main point of contact for your program. We ask that this lead teacher attend the program.
- Please check with the school or district to ensure you have the appropriate adult:student ratio per school/district policy. Cal-Wood's recommended ratio is driven by our facility, whereby all student cabins ought to be monitored by an adult chaperone.



Pre-Trip Questionnaire (cont.)

PROGRAM ACADEMICS

[Click here for a list and description of academic offerings](#)

Program length:

Learning day lessons:

Select one lesson for each blue box.

Academic requests:

(within the academic topics chosen, what are some specific standards that you would like us to incorporate?)

Additional program goals:

(how much of an emphasis do you want on academics and what are some other priorities you have, for example: celebration, exploration, group dynamics, teamwork, etc.)

PROGRAM INFORMATION

Evening Programs

1st night

2nd night

Additional notes on evening programs:

Journaling

Are you bringing a Cal-Wood Journal for each student?

You can download the Cal-Wood Journal here: [CW JOURNAL](#)

How much student journaling would you like to see?

Notes on specific use for journals:

Notes:

- Program length and the number of learning day lessons will auto populate. The number of lessons correlates with the length of your program. Please record any additional lessons you would like to see covered if time permits in the ‘additional notes’ section.
- Check out our academic options for your school program on our website: [School Program Academic Offerings](#)
- Please choose your evening programs in the order (top to bottom) you would like to see for each night of your stay. Please keep in mind this is subject to change due to weather.



Dietary Restrictions Accommodation

The Cal-Wood Kitchen prepares healthy and nutritious meals. We use whole ingredients and prepare our delicious, kid-friendly meals from scratch. Additionally, we do our best to accommodate all participants’ needs and we take dietary restrictions and allergies very seriously.

CAN ACCOMMODATE
<i>Participants with the following dietary restrictions or preferences will be fully accommodated.</i>
gluten allergy (non-celiac)
lactose intolerance
peanut allergy
nut allergy
vegetarian diet
egg allergy
seed allergy
soy allergy
CAN PARTIALLY ACCOMMODATE
<i>Participants with the following dietary restrictions may need to supplement their own food.</i>
gluten allergy & egg allergy
vegetarian diet & soy allergy
vegan diet
picky eaters
CANNOT ACCOMMODATE
<i>Participants with the following dietary restrictions must bring their own food. There is a microwave, a refrigerator and a dry storage area available in such cases. Responsibility lives with the school to aid students during meal times.</i>
gluten allergy (Celiac disease)
Any allergy so severe that trace contaminants would cause reaction

- << Our kitchen is not gluten-free, nut-free, nor dairy-free.
- << Please specify if lactose intolerance includes baked goods.
- << Specify if this is an airborne allergy.
- << Specify if this is an airborne allergy.
- << Please specify if egg allergy includes baked goods.

<< Combinations of different allergies and preferences are often hard to accommodate.

Cal-Wood will not discount tuition based on individual dietary restrictions if supplemental or alternate food is required. Additionally, Cal-Wood reserves the right to charge additional fees to groups with a high number of participants with dietary restrictions.

If you are bringing your students’ own food, please plan to pack the following meals:
Arrival day: lunch and dinner
Second day: breakfast, snack, field lunch (ex: sandwich), dinner
Departure day: breakfast, lunch



Student Medical Form

School or Group Name _____ Program Dates _____

To the parent or legal guardian of the student participating in Cal-Wood's School Program:

For your child to participate, the Colorado Department of Social Services requires that the following medical form be completed and signed by the appropriate persons. Feel free to attach additional sheets to this form to elaborate on any conditions. Thank you for your cooperation!

STUDENT INFORMATION

Name: _____ Age: _____ Birth date: ____/____/____ Gender: ☐ M ☐ F

HOME CONTACT INFORMATION

Name of parent(s) or legal guardian: _____

Home address: _____

City, State, Zip code: _____ Phone: _____

Email address: _____ Additional phone number: _____

ADDITIONAL EMERGENCY CONTACT INFORMATION

Name of emergency contact: _____ Relationship: _____

Home address: _____ Phone: _____

Email address: _____ Additional phone number: _____

Is this person authorized to pick up student from Cal-Wood in case of an emergency? ☐ Yes ☐ No

Is there any person NOT authorized to pick up your student from Cal-Wood? ☐ Yes ☐ No

If yes, please list their name or contact us directly at schoolprograms@calwood.org _____

MEDICAL INFORMATION

Primary Physician _____ Phone _____

Address _____

Health Insurance Company _____ Policy # _____

- A. MEDICAL HISTORY: Describe and provide dates for any known medical history of which Cal-Wood should be aware. (asthma, diabetes, seizures, heart disease, physical injuries, bleeding/clotting disorders, psychiatric treatment, sleep disorders)
- B. ALLERGIES: List any known source of allergy for the student, including environmental allergies and drugs/medications. (insect stings or bites, penicillin, hay fever, iodine, dogs/cats, diphenhydramine)
- C. FOOD ALLERGIES / DIETS: List any known food allergies or restricted diets that the student must follow at Cal-Wood. (peanuts, tree nuts, shellfish, dairy, etc. / vegetarian, vegan, celiac, no pork, kosher, etc.)
* Cal-Wood aims to accommodate different dietary needs, but some restricted diets may require students to supply their own food. *
- D. MEDICATIONS: List all medications, their dosage, and their purpose that the student will need to take while at Cal-Wood.
* All medications (including over-the-counter) need to have a doctor's order and be cleared through school policy. *
- E. PHYSICAL LIMITATIONS: List any physical activity from which the student needs to be excused and for what reason. (ex.: jumping - injured knee, running - severe asthma, climbing - shoulder surgery, etc.)



Student Medical Form (cont.)

STUDENT INFORMATION

Name: _____ Age: _____ Birth date: ____/____/____ Gender: ☐ M ☐ F

Liability Waiver, Media and Medical Release

I understand the nature of Cal-Wood programs and recognize that there are inherent risks in such outdoor activities. Further, I release Cal-Wood and the Pilot Trust*, and all members of their staffs, individually and collectively, from any liability or obligation for any such medical or other health care expenses and do hereby agree to hold Cal-Wood/Pilot Trust and all members of their staffs harmless from any claim, demand, or expense, including attorney fees, arising out of any injury, illness or other disorder of any kind, which may be suffered by the participant as a result of attendance at Cal-Wood School Program. * *Note: Pilot Trust is the property owner.*

I assume full responsibility for the information given about my child's health and will be responsible for any decisions made regarding participation in activities of Cal-Wood school programs. I understand the nature of Cal-Wood school programs and recognize that there are inherent risks in such outdoor activities. I will notify Cal-Wood of any changes in my child's health status should they arise after this.

I give permission to Cal-Wood staff to call a doctor or emergency medical service and for the doctor, hospital, or medical service to provide emergency medical or surgical care for my child should an emergency arise. It is understood that the school staff or Cal-Wood staff will make a conscientious effort to locate the emergency contacts listed on the front of this form before any actions will be taken. If it is not possible to locate the emergency contacts listed, I will accept the decisions made concerning medical treatment.

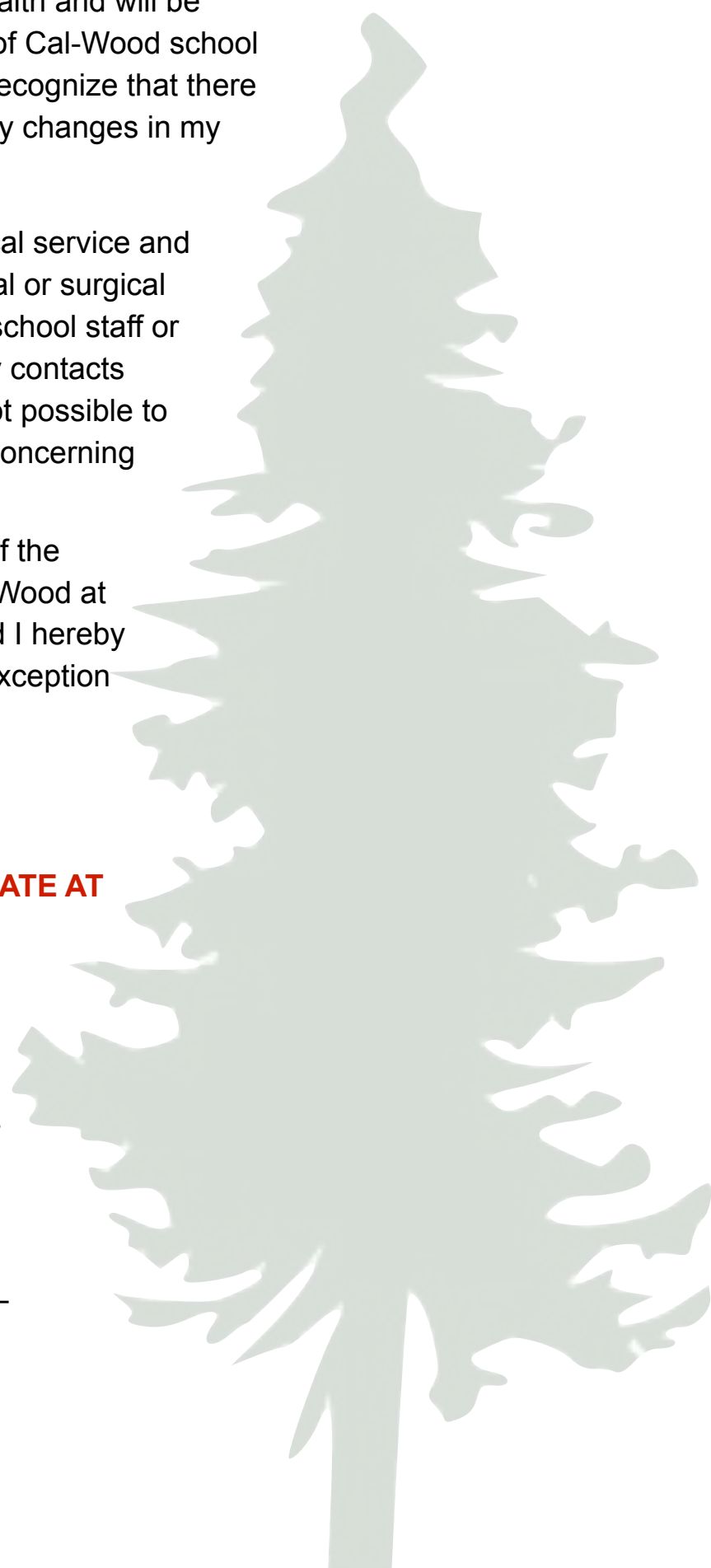
I agree that any photographs or evaluations* taken by Cal-Wood staff of the participant shall be the property of Cal-Wood and may be used by Cal-Wood at its discretion for any publicity, marketing, and advertising purposes, and I hereby consent to and authorize such use without restriction. If you need an exception made to this media release only, please let us know in writing:
schoolprograms@calwood.org .

THIS FORM MUST BE SIGNED FOR YOUR STUDENT TO PARTICIPATE AT CAL-WOOD!

Parent or legal guardian signature

Date

Print name and relationship to participant





Adult Chaperone Registration & Medical Form

School or Group Name _____ Program Dates _____

CHAPERONE INFORMATION

Name: _____ Birth date: ____/____/____ Gender: ☐ M ☐ F

HOME CONTACT INFORMATION

Home address: _____

City, State, Zip: _____ Cell phone: _____

Email address: _____ Additional phone number: _____

ADDITIONAL EMERGENCY CONTACT INFORMATION

Name of emergency contact: _____ Relationship: _____

Home address, City, State, Zip: _____

Phone: _____ Additional phone number: _____

Email address: _____

MEDICAL INFORMATION

Primary Physician: _____ Phone: _____

Address: _____

Health Insurance Company: _____ Policy #: _____

- A. MEDICAL HISTORY: Describe and provide dates for any known medical history of which Cal-Wood should be aware. (asthma, diabetes, seizures, heart disease, physical injuries, bleeding/clotting disorders, psychiatric treatment, sleep disorders)

- B. ALLERGIES: List any known source of allergies, including environmental allergies and drugs/medications. (insect stings or bites, penicillin, hay fever, iodine, dogs/cats, diphenhydramine)

- C. FOOD ALLERGIES / DIETS: List any known food allergies or restricted diets that you must follow at Cal-Wood. (peanuts, tree nuts, shellfish, dairy, etc. / vegetarian, vegan, celiac, no pork, kosher, etc.)

*** Cal-Wood aims to accommodate different dietary needs, but strongly restricted diets may require students to supply their own food. ***

- D. MEDICATIONS: List all medications, their dosage, and their purpose that will need to be taken while at Cal-Wood.

- E. PHYSICAL LIMITATIONS: List any physical activity from which you need to be excused and for what reason. (ex.: jumping - injured knee, running - severe asthma, climbing - shoulder surgery, etc.)



Adult Chaperone Registration & Medical Form

CHAPERONE INFORMATION

Name: _____ Birth date: ____/____/____ Gender: ☐ M ☐ F

ADULT SUPERVISOR RESPONSIBILITIES:

Please read and initial the following responsibilities agreeing that you are capable and willing to complete each of these tasks. Please contact the Lead Teacher as soon as possible if you are unable or unwilling to perform any of these duties.

- _____ A. I will be at Cal-Wood for the duration of the program.
- _____ B. I understand that I am a volunteer and will actively participate and be available as needed.
- _____ C. I understand that there is no compensation for my participation in this program.
- _____ D. I acknowledge that I am vaccinated against COVID-19 and can provide proof of vaccination as requested.

Liability Waiver, Media and Medical Release

I understand the nature of Cal-Wood programs and recognize that there are inherent risks in such outdoor activities. Further, I release Cal-Wood and the Pilot Trust*, and all members of their staffs, individually and collectively, from any liability or obligation for any such medical or other health care expenses and do hereby agree to hold Cal-Wood/Pilot Trust and all members of their staffs harmless from any claim, demand, or expense, including attorney fees, arising out of any injury, illness or other disorder of any kind, which may be suffered by the participant as a result of attendance at Cal-Wood School Program. * *Note: Pilot Trust is the property owner.*

I assume full responsibility for the information provided about my health. I give permission to Cal-Wood staff to call a doctor or emergency medical service and for the doctor, hospital, or medical service to provide emergency medical or surgical care should an emergency arise. It is understood that Cal-Wood staff will make a conscientious effort to locate the emergency contacts listed on this form before any actions will be taken and I will accept the expense of emergency treatment

I have read the information above and I understand the information concerning my role as adult supervisor for the visiting school. I am aware that I will be needed to supervise students. Furthermore, I declare that I do not have any history of child abuse (physical or emotional) and I will be a positive role model to all students during the Cal-Wood school program.

I agree that any photographs taken by Cal-Wood staff of the participant shall be the property of Cal-Wood and may be used by Cal-Wood at its discretion for any publicity, marketing, evaluation, and advertising purposes, and I hereby consent to and authorize such use without restriction. If you need an exception made to this media release only, please let us know in writing: schoolprograms@calwood.org

Signature

Date



Learning and Cabin Groups

After you complete your pre-trip questionnaire, your learning groups and cabin assignments will be added to the same online trip planning document. Here you will document medical needs, dietary restrictions and food allergies.

Learning Groups:

In creating your learning groups, please keep in mind that these students will be spending the majority of the learning day together.

Please be thoughtful in grouping students and aim to create well-balanced groups to optimize the dynamics within each group.

This is where you will document any dietary restrictions, food allergies, or medical needs.

Please do not put parent chaperones in the same group as their children unless there is a serious medical or behavioral condition that would benefit from the parent's presence.

LEARNING GROUP 1 - DOUGLAS FIRS				
	Student / Adult Name	Dietary Restrictions & Food Allergies	Medical Needs	Gender
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
Adult Role	Adult Name	Dietary Restrictions & Food Allergies	Medical Needs	Gender
CW:				

Cabin Name		Cabin Name	
Student / Adult Name		Student / Adult Name	
1		1	
2		2	
3		3	
4		4	
5		5	
6		6	
7		7	
8		8	
9		9	
Adult		Adult	

Cabin Groups:

Please prepare to have 9 students and 1 adult per cabin.

Please note: Each of our 4 residential buildings is home to 2 cabins as illustrated here. We do not permit co-ed cabins. It is okay for one residential building to house a boys and girls cabin, if needed.

Chaperone Selection:

Chaperones play an integral part in a successful Cal-Wood program. Please give priority to chaperones who have experience working with kids, will be responsible, and will be engaged and available for the duration program. Schools usually select from available teachers, school administrators, and district-approved parents.

While our cabin accommodation inherently lends itself to a 9:1 student-to-chaperone ratio, districts and school policy may require a different ratio or accommodation.



Sample Cal-Wood Schedule

The standard Cal-Wood experience is a three-day, two-night program, as outlined below. Each schedule is customized to accommodate group preferences and individual needs.

DAY 1

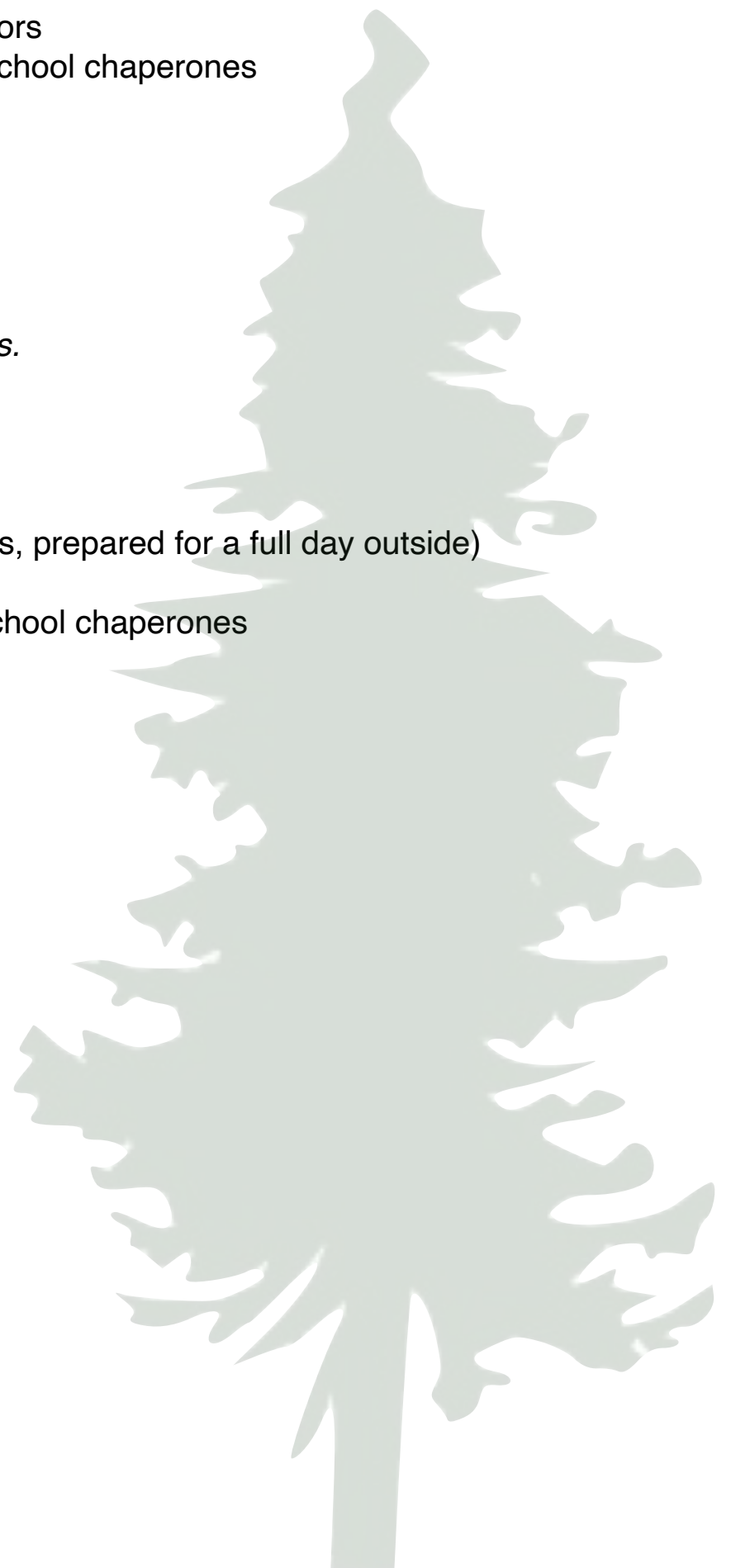
- 10:00** Arrive, hike to Lodge (with luggage), orientation to Cal-Wood (students & adults will remain together)
- 30min** Settle into cabins and prepare for the day
- 45min** Lunch (sack lunch from home)
 - Divide into learning groups for an afternoon of learning outdoors
- 4:30** Return to Lodge, B.O.B. time and down time supervised by school chaperones
- 5:45** Meal setup by Hoppers
- 6:00** Dinner (all meals are nutritious and prepared in house)
- 7:30** Evening program
- 9:00** Ready for bed
- 9:30** Lights out — cabin supervision by school chaperones

DAY 2 - *A full, intensive day of learning and exploring in the outdoors.*

- 7:00** Wake-up
- 7:30** Meal setup by hoppers
- 7:45** Breakfast
- 9:00** Learning day begins (students remain in same learning groups, prepared for a full day outside)
- 12:00** Lunch in the field (provided by Cal-Wood)
- 4:30** Return to Lodge, B.O.B. time and down time supervised by school chaperones
- 5:45** Meal setup by hoppers
- 6:00** Dinner
- 7:30** Evening program
- 9:00** Ready for bed
- 9:30** Lights out — cabin supervision by school chaperones

DAY 3

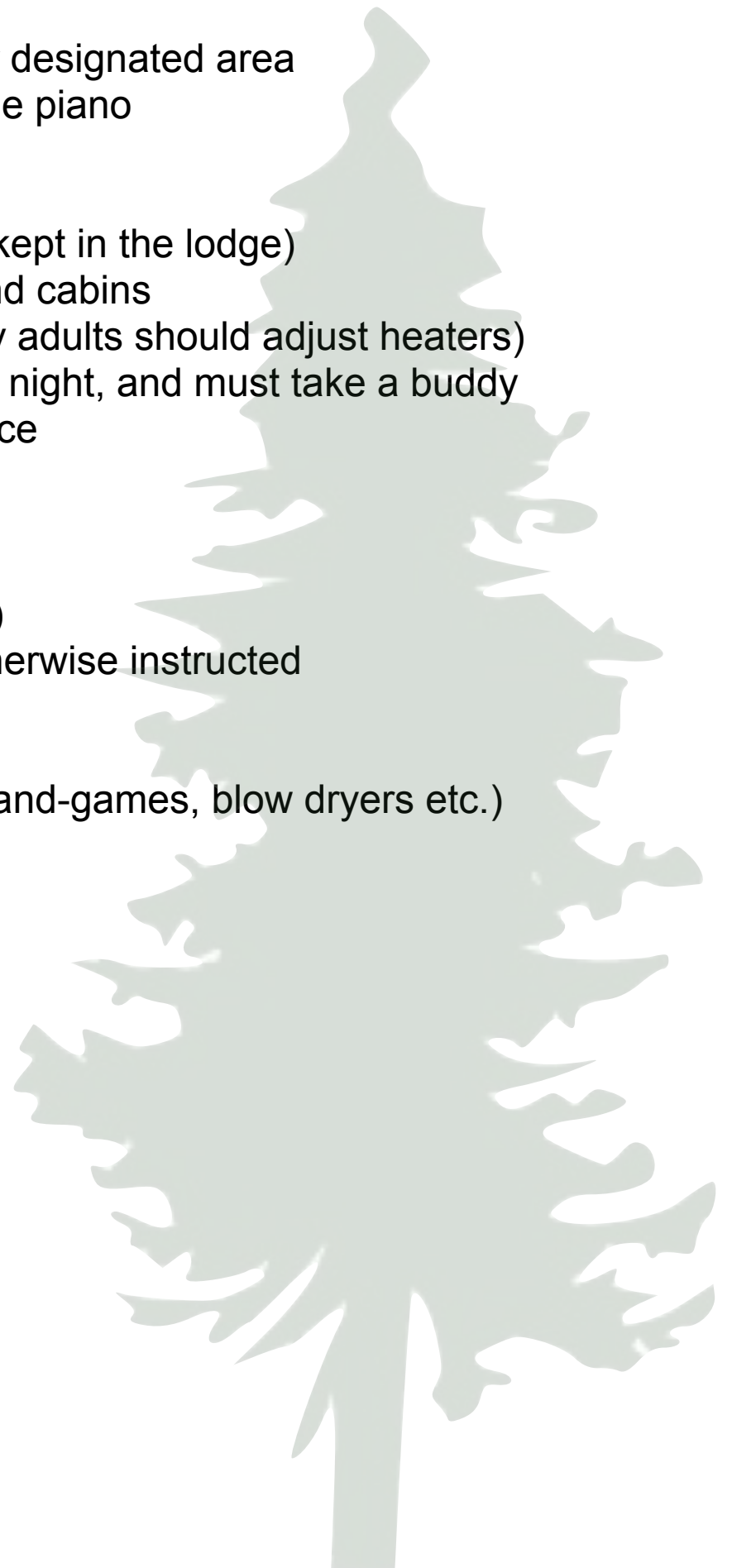
- 7:00** Wake-up & pack up
- 7:30** Meal setup by hoppers
- 7:45** Breakfast
- 8:30** Cabin clean-up
- 9:00** Learning day begins
- 11:30** Lunch on back porch of Lodge
- 12:15** Group closing
- 12:30** Departure





Cal-Wood Student Policies

1. **Respect:** Show respect for Cal-Wood property, the land, your fellow students, the adults and most importantly, yourself. (All of Cal-Wood's policies stem from this...)
2. **Safety:** Look out for each other, follow instructions, and think before you act!
3. **Lodge Rules:**
 - Shoes off in the Lodge (you may bring house shoes or slippers for inside the Lodge)
 - Phones and computers are for adult use only
 - Please limit showers to three minutes
 - Keep common spaces tidy and return games to their designated area
 - Follow posted rules to maintain permission to play the piano
4. **Cabin Rules:**
 - No food in cabins (leftover lunch and snacks will be kept in the lodge)
 - Avoiding running and stay on designated trails around cabins
 - Do not place anything on or around the heaters (only adults should adjust heaters)
 - Students tell an adult when going to the bathroom at night, and must take a buddy
 - Be respectful of others' belongings and personal space
5. **Property Rules:**
 - Stay on trails unless otherwise instructed
 - Pick up any trash you find (whether it is yours or not)
 - Stay away from running or standing water unless otherwise instructed
6. **Personal Rules:**
 - No personal electronic equipment (iPods, phones, hand-games, blow dryers etc.)
 - No candy or gum
 - Drink plenty of water
7. **Group Rules:**
 - Stay with your group at all times
 - Respect everyone in your group





Letter to Parents

Dear Parents:

We are pleased to let you know that our class will attend Cal-Wood Education Center as an addition to your child's school learning. Cal-Wood is a private, non-profit organization dedicated to providing quality education to area school groups since 1982. Cal-Wood is located 15 miles north-west of Boulder near the small town of Jamestown (about a 35-minute drive from Boulder and one hour from Denver). Their 1,200 acre outdoor learning center, nestled in the foothills, is a spectacular facility with abundant wildlife, trails, and educational opportunities. Cal-Wood instructors provide the day and evening teaching while adult chaperones from our school supervise the down-time and the overnights in the cabins. Cal-Wood provides a chance for our class to learn important academic concepts in science, math, history, language & visual arts, and more in a spectacular outdoor setting.

The dates of our program are: _____.

The cost per student that we are asking from parents is _____. This covers the instruction, transportation, meals, lodging, and accident insurance. If you anticipate difficulty in raising the money for this trip, please let us know. Also, if you would like to contribute a little extra towards another student's cost, it would be immensely appreciated. Make checks payable to _____.
(Do not send checks to Cal-Wood.)

Also, a completed and signed medical form must be returned to the school no later than _____. This form is **required** at this time for your child to participate. **If you have any questions about dietary restrictions or food allergies, please contact the lead teacher at the school.**

Each cabin at Cal-Wood has a propane heater, electricity, and sleeps ten. Boys and girls will be in separate cabins. The bathrooms and hot showers are located next door in the Lodge. The Lodge also holds the kitchen and dining hall (meals are nutritious and delicious!), a large indoor classroom (for inclement weather) and a medical room. Telephone use is for emergency purposes only: Cal-Wood main office number: (303) 449-0603.

The days are spent learning in the outdoors, and groups typically come inside only in very bad weather. The weather at Cal-Wood (elevation 7,800 feet) can vary from warm, intense sun to cold, windy and wet. Please follow the Personal Equipment List as closely as you can to provide for the safest, most comfortable experience for your child. Cal-Wood has plenty of gear to offer students during their program, so please do not buy anything for your child's Cal-Wood program.

Students bring their own sack lunch for the first day. Other than that meal, please do not provide snacks for your children because snacks in the cabins mean visitors – such as mice! Students cannot bring any electronic equipment: games, ipods, cell phones, hairdryers etc. We really want the students to have an “unplugged” experience while at Cal-Wood. Please feel free to contact us if you have any questions or concerns about this great program.

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Please return this form indicating how you plan to pay the above-listed parent contribution for your student.

Student name: _____ **Homeroom teacher:** _____

___ *Enclosed is my check for \$* _____

___ *I need assistance in raising the cost of the program for my child. I can contribute \$* _____

___ *I can help another child make this trip possible. Amount donated: \$* _____

School Program Equipment List

*Cal-Wood is located at an elevation of 7,800 feet. The weather in the mountains is subject to sudden changes. It is important to be prepared for rain, intense sun, and snow. We recommend that you put your child's name on everything. **Please do not buy anything if you are missing items on this list. Cal-Wood has a gear room where students can borrow gear for the duration of their program.***

PLEASE PACK THE FOLLOWING THINGS...

...in a **daypack**: (school backpack or other similar. 2 thick straps is a must for daily hiking.)

- ___ Face masks that covers your nose and mouth (bring a couple)
- ___ Sack lunch for first day
- ___ Water bottle (**at least 1 quart/liter**)
- ___ Warm layer (wool or fleece is best)
- ___ Sun hat or baseball cap
- ___ Sunglasses
- ___ Sunscreen (SPF 30 or higher—a MUST)
- ___ Pencil or pen
- ___ Journal or notebook
- ___ Warm gloves and hat
- ___ Extra pair of socks
- ___ Rain jacket or poncho (if poncho, be sure it is durable plastic)



...in a **suitcase or large backpack**:

NOTE: Pack in a manageable bag... students will need to carry all their belongings ¼ mile uphill to the cabins.

- ___ Hiking boots or sturdy shoes (snow boots recommended Oct-April).
- ___ Sleeping bag & small pillow (packed in stuff sack or bag)
- ___ Full change of clothes- pants/shirt/underwear/socks etc.
- ___ Pajamas
- ___ Socks (long socks are best. Preferably a couple warm wool pairs)
- ___ Winter coat or jacket
- ___ Long underwear or a base layer
- ___ Plastic bags to pack wet items OR to cover socks in shoes if no snow boots
- ___ Toiletry bag (ziplock or grocery bag is fine) with:
 - ___ Toothbrush & toothpaste
 - ___ Brush or comb
 - ___ Washcloth & towel
 - ___ Soap



OPTIONAL ITEMS:

- ___ Bandana, books, camera, flashlight, field guide, binoculars, tissues/handkerchief
- ___ Slippers for lodge (outside shoes are not allowed inside lodge)
- ___ Extra pair of outside shoes in case first pair gets wet
- ___ Rain pants/snow pants (just in case)



PLEASE DO NOT BRING:

- snacks, junk food, chewing gum, candy (don't want to attract wildlife to cabins!)
- electronics such as cell phones (there is no reception at Cal-Wood), mp3 players, radios, hand-held video games, curling irons, and blow dryers. Being unplugged is an important part of the experience!
- knives, matches/lighters
- money or anything valuable



Links to important forms

- [Program and Contract Timeline](#)
- [Transportation to Cal-Wood](#)
- [Student Medical Form](#)
- [Adult Chaperone Medical Form](#)
- [Sample Schedule](#)
- [Letter to Parents](#)
- [Equipment List](#)
- [Student Policies](#)
- [Directions to Cal-Wood](#)

Links to forms in Spanish

- [Student Medical Form](#)
- [Adult Chaperone Medical Form](#)
- [Sample Schedule](#)
- [Letter to Parents](#)
- [Equipment List](#)