



# Outdoor Education Program

## Student Packet (2018-2019)

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## Dear Families & Students,

Your student's visit is sure to be filled with new experiences and memories. Our mission is to:

**Provide meaningful learning experiences that are safe and fun for all participants to build their conservation awareness, knowledge base, and confidence in order to become more responsible global citizens.**

In order to accomplish our mission, we need your help by carefully reviewing this packet with your child, plus completing the online reservation and forms process. You will also need to print, complete and submit the Medication Order Form in this packet if your child will need to take medications during the trip. If any form is incomplete, your student might not be able to participate and/or will have to be sent home early. Please contact your group's teachers and visit our website ([www.pathfinderranch.com](http://www.pathfinderranch.com)) for more information about our education program. Thank you for your support and preparation. We can't wait for your child's trip!

## ARRIVAL & ACTIVITIES

### Arrival Day

Students must bring a sack lunch on their arrival day. Nut products are **NOT** allowed on campus for the safety of staff and other clients who have nut allergies, so please **DO NOT** pack any nut products in your child's sack lunch. Ask your trip coordinator if the school will provide these sack lunches. Pathfinder will provide all other meals for the group during their trip. Students will also have a campus orientation and review the behavior expectations.

### Activity Restrictions

Please be sure to complete the online Activity Acknowledgement Form and include any physical or activity limitations for your child. For the safety of participants and staff, individuals should NOT participate in the recreation activities (e.g. horse rides, canoeing, climbing, hiking) if any of the following conditions apply:

- Over 250 lbs in body weight (only applies to Horseback Riding and Ascent activities)
- Pregnancy (only applies to Horseback Riding and Ascent activities)
- Cardiac disease
- Received an organ transplant
- Currently experiencing abdominal organ enlargement (e.g. Mononucleosis)
- Active orthopedic and/or joint problems (e.g. Rheumatoid arthritis, recent fracture or sprain, or current sutures or staples)
- History of head, neck, or back injuries
- Any condition that a physician has determined creates a limitation to physical activity or if you think that participating in recreation activities will aggravate any previous medical condition

Contact the Recreation Coordinator at 951-659-2455 ext 19 with questions regarding our recreation activities.

## FOOD SERVICES

Please be sure to include as much dietary information in the online Health History Form so we can make appropriate meal accommodations for your child. Pathfinder's Food Service Staff can accommodate several special diets including vegetarian, mild nut allergies, gluten free, lactose free, no shellfish, and no pork. However, we sometimes serve food items that have been processed in facilities that also process nuts. If your child has a severe nut allergy, multiple restrictions, or something not listed above, please contact our Food Service Staff at 951-659-2455 ext 28.

## MEDICAL SERVICES

Please be sure to include all pertinent medical information in the online Health History Form so we can prepare for your child's trip. Pathfinder's Health Staff is available 24 hours a day to address basic first aid, minor illnesses, and distribute student medications. EMS is about 5 minutes away for advanced care, life support, etc. If a child requires special (i.e. 1on1) care during the trip, please request the Chronic Conditions Letter from a school faculty, complete it, and contact your trip coordinator to make arrangements for your child's care and supervision. We recommend a parent/guardian attend to assist their child. If you have additional health questions, please call 951-659-2455 ext 22.

Some of Pathfinder Ranch's medical limitations include:

- We do not employ a registered nurse or physician, and therefore, our staff cannot make diagnoses.
- Our staff cannot administer most needle injections (e.g. insulin), but some of our staff are trained to assist with Epi-pen administration if needed. The group's faculty will determine who should carry emergency meds (e.g. student, chaperone, faculty).
- We cannot supervise or care for participants with chronic medical conditions (e.g. type 1 diabetes).

## MEDICATIONS

- If you plan on sending any medications for your child, even vitamins or topical creams, please print, complete and submit the Medication Order Form along with the medication to a teacher before the trip.
- **DO NOT pack** any medications in your child's luggage. Put the medication(s) and form in a plastic bag labeled with your child's name and give it to a teacher before your trip.
- **All medications** must be in the **original container** and **not expired**.
- **Over-The-Counter (OTC)** medication must be age appropriate and the dosage on the label must match the dosage on the form in order for a parent/guardian to sign the **Medication Order Form**. If all of these conditions **do not** apply, a **licensed physician** must sign the form.
- **Prescription (Rx)** medication must have a legible pharmacy label with the child's name in order for a parent/guardian to sign the **Medication Order Form**. If all of these conditions **do not** apply, a **licensed physician** must sign the form.

## MEDICAL REMINDERS

- Incomplete forms will prevent your child from participating and/or they may have to leave early.
- Pathfinder Ranch has a physician's standing orders to carry and administer **Benadryl, Tylenol, and ibuprofen** as needed. **DO NOT** send these three meds unless it is taken on a regularly scheduled basis.
- All non-emergency medications must be locked up during the trip. However, the school faculty is responsible for determining who (e.g. student, chaperone, faculty) should carry and be responsible for emergency medications (e.g. inhaler, Epi-pen).

- A school medication form can be submitted for emergency meds instead of the Pathfinder med form.
- Please mark **inhalers** and **Epi-pens** with the student's name using **PERMANENT MARKER**.
- **DO NOT** pack any medications in your student's luggage. The teachers will decide who should carry your child's emergency medication during the trip and on the bus ride home.
- If a parent/guardian does not want certain medical treatment for their child, they must submit a signed letter to Pathfinder staff specifying the action to be taken if medical care or treatment is needed.
- Parent/guardians will be notified if their child has a severe illness or injury while at camp that requires care beyond basic first aid (e.g. severe bone or muscle injury, breathing emergency, loss of consciousness, paramedic intervention, or other condition requiring off-site treatment). Parent/guardians will also be notified for other major concerns (e.g. evacuation, suicidal ideation, violence against self or others, suspicion of lice, poor behavior, or other situation the school faculty determine contact is necessary).
- For any medical or medication questions, contact our Health Staff at 951-659-2455 ext 22.



## ONLINE RESERVATION & FORMS

### Child Only Reservation

1. If you or another adult will be attending with your child, please follow the Adult Packet directions.
2. Please use a desktop, laptop or tablet to make a reservation (NOT a cell phone).
3. Go to [www.pathfinderranch.com](http://www.pathfinderranch.com), find Event Registration, and click "**Create or access your account**".
4. Click "**Create an Account**". Select "**Individual/Family**" for the type of account. Input **your** information as the parent/guardian in the Primary Contact section. Below that in the Additional Contact section, select "**Child**" in the drop down box, and input your child's information. Create an account password and click "**Create Account**".
5. Under New Reservations click your child's name. Then click "**I am registering as an individual**".
6. Under the Outdoor Education section, select your group's name and click "**Register**". Input the Session Password that'll be provided by your group's teachers and click "**Next**".
7. On the Health History Form, fill out the Health/Medications, Allergies, Diet, and Immunization sections. If possible, also fill out the Health-Care Provider, Insurance, and Additional Info sections. Read and click "**Parent/Guardian Authorization for Health Care**" section. Select "**Click to Sign**", follow the directions to electronically sign the form, and click "**Next**".
8. On the Activity Acknowledgement Form, read the Participation and Activity sections. Click "**without restrictions**" if your child **does not** have any activity restrictions. Click "**with the following restrictions**" and list them in the box below if your child **has** activity restrictions (e.g. no hiking, no animal interactions). Read and click the "**Parent/Guardian Authorization**". Select "**Click to Sign**", "**Sign Document**" and "**Next**".
9. Read the Behavior Form with your child, read and click the "**Completion Acknowledgement**" section, "**Click to Sign**", "**Sign Document**", and "**Next**".
10. Complete the Alternate Contact info in case we need to, but can't reach you. Click "**Next**".
11. For Pickup Authorization, click "**Add an individual to this list**" to authorize another adult to pick up your child in case they need to leave early and you're unavailable to pick them up. Click "**Next**".
12. If your school selected a shirt option (applicable to some schools), you will either:
  - a. Provide your child's shirt size (no fee will be collected) and click "**Next**". OR...
  - b. Provide your child's shirt size if you'd like to buy one (payment during checkout) and "**Next**".
13. If you're interested in making a donation to support our organization through camper scholarships or our general fund, you can input the dollar amount in the desired section, and click "**Add Donation**". Payment will be made during checkout. If you do not wish to donate now, click "**No, thank you**".
14. Click "**Proceed to Checkout**". Verify the trip info, shirt fee and/or donation (if applicable). Then...
  - a. If payment is due click "**Proceed to Payment**", select method, input info, and "**Process Order**".  
OR
  - b. If there are no payment fees that need to be collected then click "**Complete Order**".
15. You'll get an email confirmation with a Student Packet to review. If your child takes medications on a regular basis, you'll need to print the Medication Order Form in that packet, follow the directions, and submit a completed copy with the medication(s) to a school teacher before the trip.



# Medication Order Form

PR STAFF:

School Name: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First M.I.

Birth Date: \_\_\_\_\_

Medication Name: _____	Route Taken (Check Box)
Amount Given: _____	<input type="checkbox"/> By Mouth
Time (Circle): As Needed Before Breakfast After Breakfast	<input type="checkbox"/> Topically
Before Dinner After Dinner Before Bed	<input type="checkbox"/> Inhalation
Other (specify time and frequency): _____	<input type="checkbox"/> Intranasal Spray
	<input type="checkbox"/> Injection

Medication Name: _____	Route Taken (Check Box)
Amount (to be given): _____	<input type="checkbox"/> By Mouth
Time (Circle): As Needed Before Breakfast After Breakfast	<input type="checkbox"/> Topically
Before Dinner After Dinner Before Bed	<input type="checkbox"/> Inhalation
Other (specify time and frequency): _____	<input type="checkbox"/> Intranasal Spray
	<input type="checkbox"/> Injection

Medication Name: _____	Route Taken (Check Box)
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Before Dinner After Dinner Before Bed	<input type="checkbox"/> Inhalation
Other (specify time and frequency): _____	<input type="checkbox"/> Intranasal Spray
	<input type="checkbox"/> Injection

- All medications must be in the original container and not expired.
- **Over-The-Counter (OTC)** medication must be age appropriate and the dosage on the label must match the dosage on the form in order for a parent/guardian to sign this form. If all of these conditions do not apply, a licensed physician must sign.
- **Prescription (Rx)** medication must have a legible pharmacy label with the child's name in order for a parent/guardian to sign this form. If all of these conditions do not apply, a licensed physician must sign.

Parent/Guardian <u>OR</u> Physician's Name: _____ Last First	Physician's Stamp (if applicable)
Signature: _____	
Date: _____ Phone: _____	
By signing this form, I certify the above information is correct, and authorize Pathfinder Ranch employees to administer the medication(s) or have an adult from the group supervise the child during self-administration.	



# Outdoor Education Program

## Student Packet (2018-2019)

### EQUIPMENT LIST

#### IMPORTANT NOTES

- Sack lunch on arrival day is provided by participants (students and adults) and/or the school. Pathfinder staff will provide meals for the rest of the group's stay. For the safety of staff and clients with severe allergies, we are a nut free program, so please **DO NOT** put any nut products in your child's sack lunch.
- Students must carry their own luggage, so pack their equipment into **one** suitcase or bag. Keep sleeping bags separate and do not bundle luggage items, because it makes loading the buses/cars very difficult.
- Label all personal items and expect them to possibly get lost, dirty, and/or broken.
- Our mountain weather varies widely, so check the weather reports (<http://pathfinderranch.com/ranch-weather/>) a few days prior to determine if you'll need the extra cold weather and/or warm weather gear.

#### ESSENTIAL GEAR

##### CLOTHING

- Athletic Shoes or Boots- 2 Pairs
- Warm Socks- 1 Pair/Day + 1-2 Extras
- Underwear- 1 Pair/Day
- Long Pants- 1/Day
- Short or Long Sleeve Shirts- 1/Day
- Sweaters or Sweatshirts- 2
- Warm Jacket
- Rain Jacket or Poncho

##### CABIN EQUIPMENT

- Sleeping Bag
- Pillow
- Pajamas
- Towel
- Body Soap
- Shampoo and Conditioner
- Sunscreen
- Lip Balm
- Toothbrush and Paste
- Other Hygiene Items

##### OTHER IMPORTANT ITEMS

- Sack Lunch (Arrival Day)
- Water Bottle With Name
- Pencil or Pen
- Day Pack (Drawstring or Backpack)
- Watch
- Plastic Bags- 1 Trash & 2 Grocery Bags

#### COLD WEATHER GEAR

- Extra Sweater or Sweatshirt
- Warm Gloves- 2 Pairs
- Winter Hat or Beanie
- Scarf
- Thick Winter Jacket
- Thermal Underwear (Optional)

#### WARM WEATHER GEAR

- Shorts- 2 Pairs

#### OPTIONAL LIST

- Hat and Sunglasses (Sun Protection)
- Shower Sandals
- Deodorant
- Camera
- Reading Book, Playing Cards or Quiet Game

#### ITEMS NOT ALLOWED

- Flashlight
- Electronics (e.g. Phone, Game)
- Candy, Gum and Snacks
- Radio
- Blow Dryers and Curling Irons
- Aerosol Sprays** (e.g. Sunscreen, Hairspray)
- Knives and Weapons
- Pets