



TEACHER Checklist for Science Eye's Coastal Exploration Program

Please email or make copies of this brief checklist to give to each participating teacher, it will help them to prepare for your exploration.



40-60 Days Before Your Trip (don't include Holiday days in the count of days):

- ✓ Complete all the necessary paperwork for your district.
- ✓ If you are providing your own transportation, reserve a bus for each trip day.
- ✓ Make sure your bookkeeper has a copy of the sales invoice order and you get a PO# to us. Once we receive a PO# or a deposit, we will send you your permission forms.
- ✓ If necessary, request for a substitute for your missed day(s).



15-30 Days Before Your Trip (don't include Holiday days in the count of days):

- ✓ Have parents fill out the permission form completely (both sides MUST be signed). Collect money from students if necessary.



Day Before Your Trip:

- ✓ Coordinate with any other teachers that may be going on the same day or whose students you will be taking/leaving your students with.
- ✓ Remind students of proper attire and to bring a bag (plastic lock bags work best) lunch with their name written on it.
- ✓ If any students have not brought in their permission form, remind them. They will not be allowed to attend without it filled out completely (both sides signed by a parent/legal guardian).
- ✓ Fill out the *Trip Roster* with all students and chaperones participating (one roster for each trip/day).
- ✓ Receive from your bookkeeper the check made payable to Science Eye for the minimum number of children (35) for every day of your trip in total (i.e., your school will be going 3 days, the check would be for 105 children) less any deposits made. Any children over the minimum will be invoiced after the last day of your trip.



Day of Your Trip:

- ✓ Make sure all students are dressed appropriately and have a lunch with their name on it.
- ✓ Have your students pair up and be ready to be placed in groups while loading the bus.
- ✓ For each child participating, have, in hand, their permission form signed on both the front and back by their legal guardian. Pull the forms of the students absent. Give the forms to the instructor.
- ✓ Have the *Trip Roster* filled out with any missing students crossed out (absent students can join another class on another day if necessary). Give the roster to the instructor.
- ✓ Have the check ready for the instructor on the first day of the trip.

We require at least 2 chaperones (1 must be a classroom teacher) per day; we ask that you bring no more than a 1:10 ratio of adult chaperones to students on each day. Please call us with your group size so you can be accommodated.

We plan to arrive to your school just as school begins in order to go through the paperwork and to begin loading students on the bus. We will return to your school 15 minutes before dismissal.



PARENT Checklist for Science Eye's Coastal Exploration Program

What to Wear?

- ✓ Shorts or light-weight/thin pants (depending on weather - we do go knee deep in water)
- ✓ Light-colored t-shirt, tank top or long sleeve t-shirt (depending on weather)
- ✓ Water shoes (they will need to be able to wade into the water, walk the beach and boardwalk, and stay on the entire day - NO FLIP FLOPS!)
- ✓ Hat
- ✓ Sunglasses

What to Bring?

Backpack with:

- ✓ 1 or 2 refillable water bottles
- ✓ A light lunch (drink, fruit/vegetable snacks, sandwich, & cookies are plenty)
- ✓ Beach towel (to sit on)
- ✓ Sunscreen
- ✓ Bug spray
- ✓ Rain jacket/poncho depending on the weather
- ✓ *Optional:* Camera (water proof or in a plastic lock bag for protection)
- ✓ *Optional:* Binoculars

What NOT to Bring?

- ✓ Any Electronics: Gameboy, ipod, etc. (cell phones are ok if turned off and remain in backpacks)
--> Cameras are OK!
- ✓ Money (they will not need any on location)
- ✓ Valuables (PLEASE DO NOT BRING ANY - we are not responsible for lost or stolen items -
backpacks will remain under the tents)

Once again, we thank you for allowing us to share our unique program with your children.

SCIENCE EYE

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