

**Balboa Park Program OCILE
Secretary/Coordinator
Timeline & Checklist**



All paperwork to be returned to
Balboa Park Program by:

Contact Info:

Administrator: Tina Chin
Secretary: Rosemary Orduño

Participation Date: _____

Phone: 619-293-4459
Fax: 619-686-6780

Website: www.sandi.net/balboapark

8 weeks before:

- School Secretary** is the OCILE Point of contact. **School Secretary** may delegate paper work responsibilities, but is responsible for adhering to the timeline.
- OCILE packet** is sent to sites. Make sure school secretary reviews packet and follows instructions.
- Hold OCILE meeting with **Principal, Secretary/Coordinator, All Teachers attending, and Nurse** to review packet, timelines and paperwork.
- Log on to website at www.sandi.net/balboapark

6 weeks before:

Permission Slips/Health Concerns/Special Needs/Transportation

- Make sure all involved parties (e.g. **Principal, Nurse, Classroom Teachers, Counselor, Resource Teacher and Aides**) are familiar with their timelines and responsibilities.
- Distribute **Student Permission and Medical Authorization Form** to all 5th Grade Teachers to give to their 5th grades students. Each teacher should have a current class roster to use as a check off list. Teachers and Substitutes will need to bring a current roster every day.
- Distribute **Special Student Needs Form** for the (1) Classroom Teacher, (2) Counselor and (3) Resource Specialist to describe/explain individual student issues.
- Distribute **Health Concerns List** to the Nurse.

5 weeks before:

Permission Slips/Health Concerns/Special Needs/Transportation

- Collect **Student Permission and Medical Authorization Forms** for all 5th grade students. Alphabetize all **Student Permission and Medical Authorization Forms** by classroom and include the teacher check off roster indicating which students *do not* have **Student Permission and Medical Authorization Forms**.
- Collect **Special Student Needs** form listing individual student issues from (1) Classroom Teacher, (2) Counselor and (3) Resource Specialist to describe/explain individual student issues. If there are none, write "none" and return form.
- Create **OCILE Transportation Report** using Zangle.
- Review **Transportation Services** forms signed by parents. Use this information to determine afternoon return transportation. Note special stops on the OCILE Transportation Report.

- Collect **Student Permission and Medical Authorization Forms** from teachers.
- Forward them to the Nurse for review. Nurse will transfer pertinent information from the **Student Permission and Medical Authorization Forms** to a revised **Health Concerns List**.

3 weeks before:

ALL FORMS DUE IN TO BALBOA PARK PROGRAM OFFICE

To allow us time to process the following forms:

- Student Permission and Medical Authorization Forms** with class roster indicating which students *do not* have permission slips. The Balboa Park Program Nurse must also have opportunity to review the form. No student may attend the program without the proper paperwork.
- OCILE Transportation Report** with your updates/changes. **NOTE: A copy of this report must be sent to both Balboa Park AND Transportation Department.** Make sure to list all student special stops.
- Health Concerns List** from nurse. Remember to send even if no Health Concerns listed. If there are none, write “none” and return form.
- Special Student Needs** form from each Teacher and Counselor and Resource Teacher. Please send even if no special student needs are listed. Please write “none” and return form.
- Teachers and Aides** – names and assignments. One teacher per 35 students.
 - All students attending must be assigned to one of the attending teachers who will be the point of contact for attendance and any student related questions.
- Notify** the Balboa Park Program of any guardianship, custodial or legal issues regarding students.
- Make** the Balboa Park Program Orientation Video available to 5th Grade teachers. If you need one, call the Program office and one will be made available.
- NO WALK UP ALLOWED** – **Students must submit completed paper work before attending.** This is for liability reasons.
 - **New students: Please call the program office and speak to the Secretary.**

Week before participation:

- Name Tags** will be delivered to your school. Distribute to Classroom Teachers along with the enclosed Teacher information packet.
- Remind teachers** to record on their roster the students’ group number and tag color which is important information they will need during their visit.

Week of participation:

PLEASE REMEMBER

- Ensure** all teachers bring up-to-date rosters daily, and the names of all absent students. Adequately prepare any subs
- Make sure all student medications are on the bus** on the first day of student participation.
- No child should get on the bus unless their Student Permission and Medical Authorization Form** has been cleared by the Balboa Park Program Nurse.
- Daily Lunch Count** - by 9 a.m. call in total number of lunches to Cafeteria manager, Hoover High School, (619)281-0489. See OCILE lunch procedure enclosed.