

Balboa Park Program OCILE Classroom Teacher Timeline & Checklist



All paperwork to be returned to
Balboa Park Program by:

Contact Info:

Administrator: Tina Chin
Secretary: Rosemary Orduño

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

Website: www.sandi.net/balboapark

Participation Date: _____

Know your Site OCILE Coordinator Name _____

8 weeks before:

- OCILE packet** is sent to sites. Make sure school secretary reviews packet and follows instructions.
- Hold OCILE meeting with **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:

- Distribute **OCILE Permission slips** to all 5th grade students. Each teacher should have a current class roster to use as a check off list. Return to OCILE Coordinator in alphabetical order and indicate which students *do not* have permission slips.
- Fill out **Special Student Needs** forms listing individual student issues and return to the OCILE Coordinator, if no student special needs are listed, write “no special student needs”, sign and return to Coordinator.
- Teachers** will be assigned to attend the Balboa Park Program all week long. One teacher per 35 students. Teachers may be required to walk 2-3 miles per day.
- At least one teacher must be assigned to ride each bus to and from the Program.

5 weeks before:

- Collect** completed **Permission and Medical Authorization Forms** for Balboa Park Program and check each student’s **Permission Slip** for completion and required signature. Turn in to **OCILE Coordinator all Permission slips** with class roster indicating which students *do not* have permission slips. Turn in late Permission slips as they are returned.
- Receive and check each child’s **Transportation Services** form for completion and required signature; forward to school secretary/OCILE coordinator.
- Review CT Information for the Week of Participation and CT Welcome to the Balboa Park Program on the Balboa Park website. Plan to utilize video with students prior to visit.

3 weeks before:

Prepare Students

- Visit the Balboa Park Program website to acquaint students with the activities they may experience during their visit. Locate the Balboa Park Program orientation video at your site and schedule a time to show it to your class. It is about 12 minute’s long.

- Check that coordinator sent completed paperwork. No student may attend the program without the proper paperwork.

Week before:

- Plan to show Balboa Park Program video to all students who will be attending.
- Name tags will arrive from Balboa Park Program. If any are missing notify Secretary/Coordinator.
- Review website and/or key concepts with students.

Week of Participation

- Bring daily an accurate student roster.
- Make sure you are wearing appropriate clothes and shoes before arriving at the program.