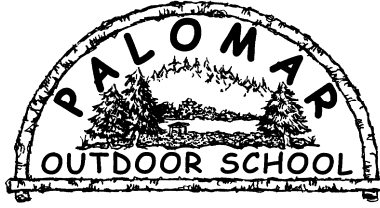


PRINCIPAL PACKET



19452 State Park Rd. – P.O. Box 159, Palomar Mountain, CA 92060
Phone (760) 742 – 3270 FAX (760) 742 – 2126 E-mail grose@sandi.net

PRINCIPAL CHECKLIST

PALOMAR CONTACT INFORMATION:

Program Manager ...Christine Gomen

Administrative Asst. Gail Rose

School NursesDeborah Connors, Maureen Moffatt

Phone #760-742-3270

FAX760-742-2126

Additional information is available at www.sandi.net/palomar

Preferably e-mail (grose@sandi.net) or FAX (760) 742-2126 with required information.

We are having **4-day sessions this year**. Staff and students will arrive at your school approximately 6:00 pm on Thursday (Friday approximately 1:00pm if Monday is a holiday). Parents will need to pick up students on Thursday, as there will be no bus transportation home.

DUE DATE

12 WEEKS IN ADVANCE

- Assign an OCILE coordinator.** Choose someone who will meet timelines, have an understanding of scheduling for staff and can supply SIS information. You or your secretary should work in conjunction with the OCILE Coordinator.
- Email Palomar (grose@sandi.net) with the OCILE Coordinator's name and email address. Please also include in your email whether or not you are a Provision II school (all free meals). If your student enrollment is +/- the reservation number contact OCILE immediately (abeck@sandi.net).
- Ask coordinator to download all packets (Principal, OCILE Coordinator, City Staff, School Nurse, Parent, and Timekeeper) and to begin OCILE Coordinator instructions.
- Conduct a planning meeting with your OCILE coordinator, school nurse and other support staff to review OCILE forms and materials.
- Organize a process to have students, teachers/staff, nurse, OCILE Coordinator, site tech, and timekeeper complete all requirements in a timely manner.

Verify that the following timeline is met by the OCILE Coordinator:

10 WEEKS IN ADVANCE

- Distribute:
 - City Staff Packet
 - Parent Packet (via Classroom Teacher)
 - Inform all parents they will need to pick up their child Thursday evening at 6:00pm the week of camp. No additional transportation will be provided. This includes Spec Ed students.
 - School Nurse Packet
 - Timekeeper
- Schedule a Monday Morning Palomar Outdoor School Orientation if you would like one provided

6 WEEKS IN ADVANCE

- Send Class Rosters with Zangle information

3 WEEKS IN ADVANCE

- Arrange for Transportation
- Have teachers return Student Needs Forms to be sent with student forms
- Return: (Remember to have the school nurse review Form A. Staple Form A and Form B together, which have already been separated by male and female and alphabetized.)
 - Student Health Form A
 - Authorization Form B
 - Student Needs Forms
 - City School Staff Attending Camp
 - After-Hours Site Emergency Contact Form (including Staff names and Emergency Contacts)
- Have school nurse send Health Concerns List to Palomar nurse
- Prepare for Special Education students

TWO WEEKS IN ADVANCE

- Conduct Palomar Outdoor School Orientation for students (Parents may be invited if desired)

DAY OF PARTICIPATION

- Be sure all students have permission slips
 - **No student shall depart from campus without having completed permission slips**
 - **DO NOT let students without Authorization Forms on the bus; They will be returned home IMMEDIATELY**
- Provide teachers with **rosters of students on their bus**
- Make sure luggage and name tags are provided to all participants
- Make sure **students' medications are with a teacher on the bus**
- As soon as buses are in transit, **call in to Palomar the number of students attending and departure time**, so the dining hall can prepare for lunch and e-mail Student Roster by 10 am