

TEACHER PREPARATION CHECKLIST

Use this list as a guide to plan your trip to Pali Institute.

* Denotes information that should be entered in the Teacher Administration Site database.

EIGHT WEEKS PRIOR TO VISIT:

- ____1. **Arrange bus transportation:** Please arrive at Pali Institute between 10:30am and 11:30am on Arrival Day. Schedule buses to arrive at Pali Institute at 9:30am on Departure Day.
- ____2. **Select your activities*:** Start discussing with your team the classes and activities that you will be taking at Pali Institute. Full descriptions and videos are available on our website and in our database. If you have any questions about classes, please call your School Coordinator at 909-867-5743.
- ____3. **Parent Pack*:** Please ensure that parents are completing their child's parent pack online.
- ____4. **Camp Store pre-orders:** If you would like to place a pre-order, please contact the camp store at store@palimountain.com.
- ____5. **Balances due:** An invoice will be sent to you with your remaining balance. Please check to see if the number of students attending is correct and forward to your school or district office. Please notify us of any attendance changes no less than forty-five (45) days before your trip. Final payments are due 4 weeks prior to arrival date.

FOUR WEEKS PRIOR TO VISIT:

- ____1. **Select your activities*:** Please select the classes and activities your school will be taking at Pali Institute in our database. Please be aware that some classes are weather dependent and not available year round. If any of your classes are unavailable, your School Coordinator will provide you with alternatives.
- ____2. **Cabin and activity groups:** Please email your School Coordinator the spreadsheet containing your desired cabin and activity group membership, as well as the names, number and genders of attending teachers. Your School Coordinator will help you finalize the number of cabins and activity groups needed for your trip. Pali reserves the right to determine the exact cabins and activity groups allocated to a school based on our overall program needs.
- ____3. **Balances due:** Please ensure that a check with the final payment has been mailed to Pali Institute. If your school has placed a camp store pre-order, please send this check as well. Checks for pre-orders should be made out to "Pali Camp."
- ____4. **Parent Pack*:** Please ensure that parents have completed their child's parent pack online. Your School Coordinator will provide you with a weekly list of incomplete parent packs.

TWO WEEKS PRIOR TO VISIT:

____1. **Cabin and activity groups:** Please confirm your desired cabin and activity group membership with your School Coordinator. Confirm the names and genders of attending teachers*. Please include the cellular phone numbers of the attending teachers*.

____2. **Confirm your classes*:** Confirm your desired classes. Inform Pali Institute of any curriculum you'd like us to focus on and any student dynamics or goals that may help our staff enhance your students' experience. Last minute changes to class selections cannot be guaranteed.

ONE WEEK PRIOR TO VISIT:

____1. **Weather conditions:** Your School Coordinator will email you a link to current weather conditions and forecasts for your trip. Please inform students of the current and expected conditions and ensure that they bring the proper clothing.

____2. **Final logistics:** Your School Coordinator will email and call you to confirm and review all previously planned trip logistics.

____3. **Medications:** Please collect all student medications. Medications need to be packed individually in plastic zip-lock bags with student's name and school name on the bag. Please place all medications in a box labeled with your school's name for the Pali nurses. Please be aware that our nurses CANNOT distribute any medications or vitamins unless they are in the original container and noted on the health form. Any medications in pill boxes will not be distributed.

ARRIVAL DAY BEFORE DEPARTURE:

____1. **Final student count:** Please inform Pali Institute of any arrival day changes to your student list such as students who are not attending, or new students who are attending.

____2. **Directions to Pali:** Please ensure that the bus drivers have the appropriate directions to Pali Institute. These are available on our website. Plan to arrive at Pali between 10:30am and 11:30am. Please call Pali Institute at 909-867-5743 and let us know when your buses are on their way.