

TEACHER PREPARATION CHECKLIST

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

* Denotes information that should be entered in the Planning Link.

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 10:00am and no earlier than 9:00am 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 YouTube channel. If you have any questions about classes, please call your Visiting School Coordinator at 909-939-0888.

____3. Alpha List: Your Visiting School Coordinator will send you a spreadsheet where you will fill in students first and last name, gender, birthdate, and 1-2 parent emails. Your Visiting School Coordinator will confirm you are ready for the parents to start the Health Forms before uploading to the database for editing.

____4. Health Forms: Please ensure that parents are completing their child's health profile online. This can only be done once the Alpha List has been uploaded to the database.

____5. Camp Store pre-orders*: If you would like to place a pre-order (t-shirts, sweatshirts, etc), please contact the camp store at store@palimountain.com.

____6. 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. Complete the Planning Survey*: Please select the classes and activities your school will be taking at Pali Institute through our Planning Survey Link. Please be aware that some classes are weather dependent and not available year-round. If any of your classes are unavailable, your Visiting School Coordinator will provide you with alternatives. Also in this link you will determine how rescue medications will be stored, how you will visit the camp store and goals and notes about the student group.

____2. Cabin and activity groups: Please email your Visiting School Coordinator the spreadsheet containing your desired cabin and activity group membership (including first and last names), as well as the names, number and genders of attending teachers. Please let us know if any attending teachers have dietary restrictions. Your Visiting 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."

Four Weeks Prior to Visit (Cont'd):

____4. Health Forms: Please ensure that parents have completed their child's health forms online. Your Visiting School Coordinator will provide you with a weekly list of incomplete parent packs.

____5. Accessibility or Medical Needs: If any students have accessibility or advanced medical needs (wheelchair bound, on crutches, walker, blind, deaf, etc) please inform your Visiting School Coordinator. We are happy to accommodate these students and give them an amazing Pali experience. We have several wheelchair accessible cabins and classrooms for any specialized accessibility needs. We also have many staff members who have specialized in Special Education.

If your student with specialized needs would like to climb at the High Rope's Course please email our Challenge Course Manager, Emilia Teige, at ropes@palimountain.com to arrange the logistics.

Two Weeks Prior to Visit:

____1. Cabin and activity groups: Please confirm your desired cabin and activity group membership with your Visiting School Coordinator. Confirm the names and genders of 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 Visiting School Coordinator will email you to confirm and review all previously planned trip logistics (Timeline, Schedule, and School Lists).

____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. This can also be done before departing school on arrival day at Pali Institute.

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. Please make sure your bus driver does not take Live Oak Drive or City Creek Drive. This will result in a stuck bus and a hefty fine by the California Highway Patrol. Plan to arrive at Pali between 10:30am and 11:30am. Please call Pali Institute at 909-939-0888 and let us know when your buses are at the bottom of the mountain (CA-330).