

Outdoor Lab's Web Page

The Outdoor Lab's web page is your go-to resource for the information and forms you will need for field trips to the Lab. Go to www.apsva.us/science/outdoor-lab to directly access the Lab's web page.

Outdoor Lab Field Trip Dates

A list of the Outdoor Lab's trip assignment dates for 2017-2018 is posted on the Lab's web page. Overnight dates for Grade 5 appear in boldface. If you need to change your date because of scheduling conflicts, start by contacting the Science Lead teacher(s) at other schools to see if any are willing to switch. Any requests from schools to change or swap dates **must be confirmed with Neil Heinekamp or Christine Payack** to be considered finalized. If you are not able to trade, let Neil or Christine know your situation. We'll see what arrangements can be made, with the understanding that the Lab has groups scheduled nearly every day that school is in session.

Registration Form

Attached to this letter is a Registration Form with the dates assigned to your school. List ONE teacher-coordinator for each date, regardless if multiple classes are attending. This person will be our contact for information concerning the trip and is responsible for distributing materials to the other teachers attending that day.

The registration form must be returned to the Science Office by Friday, September 8, to reserve your school's dates in our system.

Trip Confirmation Forms

Several weeks before a scheduled trip, the Coordinator will receive an e-mail reminder to complete the on-line Confirmation Form, which is available as a link from the Outdoor Lab's web page. This form is due at least one week before the trip date.

Field Trip Permission Slips

The required field trip forms for the Outdoor Lab are listed below. These are available, in both English and Spanish, as links from the Lab's web page.

- Parental Authorization for Field Trip & Emergency Contact Information
- Field Trip Luggage and Lodging Search Permission (only for Grade 5 overnights)
- Driver and/or Chaperone Information (if there will be any parent chaperones)
- Authorization for Medication Release and Indemnification (for students who will need to take prescription medication during the course of the field trip; physician signature required)

Covering Substitute Teachers

The Science Office is not able to cover the cost of substitutes for any Outdoor Lab trips.

Inclement Weather Cancellations

If Fauquier County schools are closed or have a delayed opening, trips to the Outdoor Lab are canceled. Likewise, if Arlington County Schools are closed or have a delayed opening, Outdoor Lab trips are canceled. Information on school closings or delays in Fauquier County is available by calling its Inclement Weather Hotline at 1-540-422-7250 (recorded message) or online at www.fcps1.org.

For Students with Limited Mobility

Schools are expected to make sure that students with mobility needs have the necessary equipment and staff support to access the Outdoor Lab. Please contact Neil Heinekamp or Christine Payack in advance of your trip to discuss accommodations. Also, please consider the student's transportation needs and contact the Science Office at least 4 weeks in advance to reserve a wheelchair accessible bus, if necessary.

NOTE: To ensure their safety while at the Outdoor Lab, students with limited mobility who use crutches, wheelchairs, or other devices to navigate the environment must be accompanied at all times by a school-provided staff person attending only to that student. Outdoor Lab staff are not available to provide such support.

Transportation

The Science Office is provided **one** regular school bus each day for transportation to and from the Outdoor Lab. Science makes the reservations for this bus. We request that it arrives at your school at the start of the regular day and returns in time for students to take the school bus home.

<u>MAXIMUM Bus Capacity</u>	
Elementary Students	76 (each adult = 2 students)
Middle and High School Students	52

Teachers and chaperones riding the bus must be included in these tallies. An adult is considered equivalent to 2 (two) elementary school students or to 1 (one) middle school or high school student.

Food and Food Allergies

Students in Grade 3 are required to bring a bag lunch. For older grades, students may bring a lunch or opt to purchase a hot dog cookout lunch at the cost of \$4.00 per person (student or adult). Hot dogs are chicken or turkey, and vegetarian hot dogs are available with advance notice. For Grade 5 overnights, three meals (dinner, breakfast, and lunch) and snacks are included in the \$10.00 per person fee; all students bring their lunch on the first day of the overnight. Vegetarian options are available with advance notice. Please indicate the number of regular and vegetarian meals, as well as any other food allergies, on the Trip Confirmation Form.

NOTE: For the Grade 5 overnight, schools are expected to make alternate arrangements for food in accordance with students' Health Alerts, IEP's, 504 Plans, and/or medical information provided by the parent/guardian. Alternate arrangements may include working with Outdoor Lab staff in advance or bringing parent-provided food for the student. Due to the limitations of time and space, the Outdoor Lab may not be able to accommodate all dietary needs or requests. Schools must make necessary provisions when the Outdoor Lab is unable to make accommodations. In addition, if a student is providing all or part of his/her own food, a parent chaperone or teacher will need to be responsible for its preparation.

The Trip Coordinator is responsible for submitting final meal counts to the Science Office. The school's treasurer will be invoiced for the amount due.

Contact us!

Please call the Lab staff or the Science Office with any questions.

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