

Woodland Joint Unified School District

Overnight Field Trip or Activity

This form is to be completed and submitted **ONE MONTH IN ADVANCE**, but no later than **TEN DAYS** prior to the next regularly scheduled Board meeting. If not complete, form will be returned to school site principal. **ALL INFORMATION MUST BE TYPED.**

- To: Educational Services
- From: Principal Jacob Holt School Plainfield Elementary Date February 8, 2016
- Re: Sutter's Fort Environmental Living Program
(Proposed Activity Requiring Overnight Supervision)
- Teacher In Charge January Ferro and Jessica Friedman
 - Name of Group 4th Grade Classes
 - Destination Sutter's Fort State Historical Park: 2701 L Street, Sacramento, CA 95816
 - Date and Time of Departure April 5, 2016 at 8:30am
 - Date and Time of Return April 6, 2016 at 10:00am
 - Number of Adult Chaperones 20 (see attachment)
 - Number of Students Participating 50
 - Educational Purpose of Trip/Activity (Briefly describe) Students will be reliving and experiencing 1846 California history.
 - Parent Permission Slips Received The deadline for gathering permission slips is March 25th.
 - Type of Overnight Accommodations or Housing Students will be sleeping at the fort.
 - Type of Transportation: (please "x" choice)
A. School Bus ☒ B. Private Charter _____ C. Private Vehicle _____ D. Commercial Carrier _____
 - How will the activity be funded? The PTA donations and fundraising through the pancake breakfast, caramel apple sales, bake sale and the tamale dinner will fund the trip.
 - Contract with Vendor ☒ Yes _____ No. If yes, please attach copy of contract.

**THIS VERIFIES THAT ALL DISTRICT REQUIREMENTS WILL BE MET.
MUST BE COMPLETED IF APPLICABLE.**

- ☒ Board Policy 6153 and Administrative Regulation 6153 have been followed. Fundraising has been conducted as specified in BP 6153 and AR 6153 and the timeline for submission as specified in BP 6153 and AR 6153 has been followed.
- ☒ Personnel has been contacted regarding subs, if necessary.
- ☒ Form 500-2 "Voluntary Excursion/Field Trip and Medical Authorization-Minor" will be obtained from each parent/guardian.
- ☒ A first aid kit will be provided.
- ☒ At least one adult accompanying the students will have a current American Red Cross First Aid/CPR Certificate. Name: January Ferro
- ☐ If transportation is by private vehicle(s):
- ☐ Form 500-4 "Notification to Adults Driving Private Vehicles" will be obtained from driver(s).
- ☐ Form 500-5 "Notification to Parent/Guardian of Students Riding in Private Vehicles While Participating in a School Sponsored Trip/Activity" will be obtained from each parent/guardian.
- ☐ Form 500-6 "Field Trip - Private Driver Log" will be completed to verify the names of students who will be transported by each individual driver.

Signature that the Principal has verified that all District requirements will be met and is recommending the trip

Principal's Signature

Date

Associate Superintendent's Signature

Date

NCR

Form 100-43

Revised: February 2011

Date of Board Approval

ELP Schedule April 5, 2016
Plainfield Elementary

8:00	Parents arrive and set up
10:00	Wagons arrive, photos, Sutter's welcome
10:15	Station #1
11:00	Station #2
11:30	Station #3
12:00	Cannon demonstration
12:20	Lunch
1:00	Station #4
1:30	Station #5
2:00	Station #6
2:30	Station #7
3:00	Mail Call, restroom break
3:30	Station #8
4:00	Station #9
4:30	Station #10
5:00	Stations finish, clean-up, inventory (parents)
5:45	Dinner
6:30	The Amazing Harmonatras
8:30	Set up bedrolls
9:00	Storytelling
9:30	Settle down
10:00	Lights-out
11:00	Night watch #1
11:30	Night watch #2
12:00	Night watch #3
12:30	Night watch #4
1:00	Night watch #5
1:30	Night watch #6
7:00	Wake up, pack up gear
7:30	Breakfast
8:00	Clean up fort, check all areas, remove all trash and personal items
9:00	Leave Sutter's Fort

Station Rotation Schedule

	10:15	11:00	11:30	12:00 Cannon Lunch	1:00	1:30	2:00	2:30	3:00 Mail Call	3:30	4:00	4:30
Corn Husk dolls	Break	9	8		7	6	5	4	X	3	2	1
Vacquero/ Rope making	1	Break	9		8	7	6	5	X	4	3	2
Blacksmith	2	1	Break		9	8	7	6	X	5	4	3
Carpentry	3	2	1		Break	9	8	7	X	6	5	4
Kitchen	4	3	2		1	Break	9	8	X	7	6	5
Wagon	5	4	3		2	1	Break	9	X	8	7	6
Spinning and Weaving	6	5	4		3	2	1	Break	X	9	8	7
Bakery	7	6	5		4	3	2	1	X	Break	9	8
Trade store	8	7	6		5	4	3	2	X	1	Break	9
Trapper	9	8	7		6	5	4	3	X	2	1	Break

Sign ups Sutter's Fort:

KITCHEN

1. Stacy Brown
2. Sara Blickle
3. Tiffany Johnson
4. Debby Cleveland (Erik Hoyt)
- 5.

WAGON

1. Brian Algren
2. Mike Pyeatt

CANDLE ROOM

1. Julie Blacklock
2. Hilary Menna
3. Gen Pyeatt

TRADE STORE

1. Kim Stephens
2. Shane Myers
3. Marissa Juhler

SPINNING AND WEAVING

1. Erika Abel
2. Andrea Bingham

BAKERY

1. Ariel Muller
2. Christy Johnson
- 3.

VAQUERO/ROPE

1. Monica M.
2. Danika Fleming

CARPENTRY

1. Chris Huxsoll
2. Ben Rogelstad
3. Pat Blacklock
4. Crissi Cairns

TRAPPER

1. Justin Blickle
2. Chris Contreras

GRIST MILL

1. Matt Bingham



Environmental Living Program

Application

2015-2016

School Information

School Name: Plainfield Elementary

Please Circle if the School is: (PUBLIC) PRIVATE CHARTER HOME-SCHOOL

School District: Woodland Joint Unified School District

School Address: 20450 Co Rd 97

Phone Number (with teacher's extension if applicable): (530) 662-9301 ext. 2420

Grade Level(s) of Participating Students: 4th Number of Participating Students: 50

Teacher Information

Teacher's Name: January Ferro Participated in ELP Before? Yes

Home Phone Number: _____ Cell Phone Number: (530) 908-4313

Primary E-Mail Address: January.Ferro@wjusd.org

Secondary E-mail Address: plainfield.pioneer4@gmail.com

Name of Teaching Partner (if applicable): Jessica Friedman

Teaching Partner's E-Mail (if applicable): Jessica.Friedman@wjusd.org

Send Completed Application to:

Sutter's Fort State Historic Park
Attn: ELP
2701 L Street
Sacramento, CA 95816

or Fax: (916) 442-8613

or E-Mail: Adrian.Hough@parks.ca.gov

Questions? Call: (916) 323-7627

If faxing your application, please follow up with an e-mail to ensure it was received

Applications are only accepted 11/1/2014 through 3/31/2015 for the 2015-2016 ELP season





Environmental Living Program
Terms and Conditions Agreement
2015-2016

The Environmental Living Program (ELP) at Sutter's Fort State Historic Park is subject to the following conditions:

1. Rules and regulations of the Department of Parks and Recreation and the Environmental Living Program, unless specifically exempted, shall be observed by the class/group and their employees, agents, guests, and contractors.
2. The class/group will repair or be billed at the discretion of the State any and all damage to the park unit and/or any State property that was a result of ELP activities. The State will be the sole judge of the extent of damage and the extent of repairs required to remedy the damage. All repairs will be performed to the satisfaction of the State.
3. It is the express condition of this agreement that the State, its officers, agents, and employees, shall be free from any and all liabilities and claims for damages and/or suit for or by reason of any death of or injury or injuries to any person or persons or damages to property of any kind whatsoever, whether the person or property of class/group, its agents, or employees, or third persons, from any cause or causes whatsoever while at Sutter's Fort State Historic Park or any part thereof during the term of their Environmental Living Program.
4. ELP classes/groups are required to carry an insurance policy that will cover their program and will be in the amount of no less than a combined single limit (CSL) \$1,000,000.00 per occurrence and cover the full 24 hour period while at the fort.

I herby understand that these are the terms and conditions for participation in the Environmental Living Program at Sutter's Fort State Historic Park.

<u>January Ferro</u>	<u>2/27/16</u>
Name	Date
<u>January Ferro</u>	<u>4th Grade Teacher</u>
Signature	Title
<u>Plainfield</u>	
School/Group	

