



Parent Checklist

Below is a checklist of forms that need to be returned to your homeroom teacher **four weeks prior to your visit.**

FORMS TO RETURN	SENT
Student Health History Form – Completed by Parents	
Medication Authorization Form - Completed by Physician ONLY	
Medication Administration Policies Form - Signed by Parents	
Permission to attend/Behavior Contract form	

Other important information:

- Please read the Medication Administration Policies Form thoroughly. It details important information regarding Hartley's medication policies.
- Only send the amount of medication needed for your child's stay
- Review the Physician medication authorization form when you get it back from your doctor. Make sure every medication is listed and the dosages are correct before you turn in the form. Many times errors are found on this form after the child is here and corrections need to be received from the doctor before we can give any medications.
- Included in this packet is the Student Clothing & Equipment list to use as a guide of recommended items to bring to Hartley.
- No cell phones or other electronics are allowed.
- Your home school may require additional forms to be completed.
- Students are asked to behave in an appropriate manner and observe all the rules of Hartley including being respectful of all people, animals and plants while here.
- All students will be expected to participate in work "kapers" such as table setting, cleaning up, vacuuming and other responsibilities.
- In the event of a potential contagious illness, students will be evaluated by the Hartley staff. If a student has a fever of 100.0 and/or vomiting the parents will be contacted and asked to come and pick up their child. Other conditions will be evaluated on a case by case basis and the health officer will make a determination if the child needs to be sent home.



Student Health Form

To be completed by the parent or guardian.

STUDENT NAME _____

DOB _____ MALE / FEMALE

SCHOOL _____ DATE TO ARRIVE _____

PARENT OR GUARDIAN INFORMATION

<i>Name</i>	<i>Phone #</i>	<i>Alternate Phone #</i>
1.		
2.		

IN CASE OF AN EMERGENCY MAY CONTACT OR BE RELEASED TO THE FOLLOWING

<i>Name</i>	<i>Relationship</i>	<i>phone #</i>
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1.		
2.		

Students' Physician Name _____ Phone # _____

List all ALLERGIES (food, medication, environmental) Does your child carry an EPI-PEN? Yes / No, why?	
Does your child require a special diet?	
Does your child wear any assistive devices? (hearing aids, insulin pump, prosthetics, etc.)	
List any medical or physical conditions here.	
Sleepwalker? YES / NO Bedwetting YES / NO	Vaccinations, including Tetanus up to date? YES / NO

In case of an EMERGENCY, providing students' parent or guardian cannot be reached, I hereby give my permission to the licensed physician selected by Hartley Outdoor Education Center staff to secure treatment, hospitalize, consent for anesthesia and or surgery if needed for my child as named above. Any directions to the contrary should be specified on the reverse side of the form and signed and dated. If you have any questions, please call the Hartley Outdoor Education Center Health Officer, Sam at 989-865-6295.

PARENT/GUARDIAN SIGNATURE

DATE



Physician Medication Authorization

Students' Name _____ DOB _____

Allergies _____

School _____ Arrival Date _____

Physician to fill out prescription and OTC medications daily or on a regular basis. **(Hartley Use ONLY)**

Medication (Print Clearly)	Dose	Route	Frequency	TIME	DAY 1	DAY 2	DAY 3

*Medications not listed on this document will not be administered. Use additional copy of this document if needed

Medications to be given "as needed" from Hartley stock medications. Please strikethrough if not to be given.	
Acetaminophen 325 mg (1) tab po every 4-6 hrs	Ibuprofen 200 mg tab , one every 4-6 hrs
Acetaminophen 160 mg chewable OR suspension po every 4-6 hrs. per weight guidelines	Ibuprofen 100 mg / 5 ml suspension po every 4-6 hrs, per weight guidelines
Benadryl 25 mg every 8 hrs po pm	Antacid chewable regular strength
Benadryl 12.5 mg/5ml liquid every 8 hrs po per weight guidelines	Pepto-Bismol per label instruction for use
Aloe topical gel per label instruction for use	Imodium per label instruction for use
Triple antibiotic ointment – topical	Vix Vapor rub per label instruction for use
Sting relief antiseptic & pain relief towelette; contains 2% lidocaine	Cough drops per label instruction for use
Caladryl lotion (or generic equivalent)	Lactaid as per label instructions
Bengay pain relief ointment	Glucose tablets, given for symptomatic low blood glucose
Melatonin per age and weight guidelines	

Physician signature **Printed name** **Date**

Printed name **Date**

Parent/Guardian signature



Hartley Outdoor Education Center

Permission to attend and Behavior Contract

Student Name _____ School _____

Permission to attend

We, the parents/guardians of (print name) _____ grant permission for our child to participate in the Hartley outdoor education program for the following dates _____

I also grant permission for Hartley to take pictures/videos of my child and use them in an appropriate manner for use in marketing material.

I DO NOT grant photo use permission

Parent Signature _____ Date _____

Behavior Contract

The Hartley Outdoor Education Center believes that the Residential Outdoor Education Experience is an important part of each student's education. To help the student understand that they have a responsibility to themselves, their classmates, teachers, and to the Hartley Staff, we have developed the following expectations while they are here:

- I will be respectful to my classmates, teachers, counselors and all adults at Hartley.
- I will respect the rights of all people to learn during class time.
- I will be respectful to all plant and animal life at Hartley.
- I will demonstrate good sportsmanship during free time activities and evening recreation.
- I will observe all safety rules at Hartley.
- I will respect others belongings.
- I will keep my hands (arms and legs) to myself. I will not fight, play-fight or rough-house.
- I will show proper courtesy in the dorms after lights out by remaining quiet and staying in my bunk so that all my classmates can enjoy a good nights sleep.

I understand the following consequences will result if I do not meet my responsibilities and break any rule:

- **1st Offense** - time out or quiet time
- **2nd Offense** - sent to Director's office for conference with Director, home school staff (and possibly parent or guardian).
- **3rd Offense** - expulsion from program and released to parent or guardian.

I understand I will be sent home immediately if an offense is a serious violation of the rules (i.e. fighting, injuring another student, tampering with the fire alarm system, refusal to cooperate).

I understand the importance of these rules and regulations, and will follow them, so that the experience will be the best it can be for myself as well as all the other students with me at Hartley.

Student's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____



Student Clothing & Equipment list

Please label all items with your name

Essential Items	Packed	Optional Items	Packed
Bedding		Kleenex	
1 sleeping bag or 3 blankets		Sunscreen	
1 pillow w/ pillow case		Chapstick	
Toiletries		Mosquito repellent	
2 bath towels		Camera (batteries & memory card)	
2 washcloths		Sunglasses	
Comb & brush		Stationary & stamps	
Toothbrush & toothpaste		Pencils	
Deodorant		Hand lotion	
Body wash or soap			
Clothing			
2 pair jeans or heavy pants			
2 lightweight shirts			
2 warm shirts/sweatshirts			
1 pair outdoor shoes			
1 pair athletic shoes			
1 pair pajamas			
Slippers			
Socks (3 days)			
Underwear (3 days)			
Weather dependent items		What NOT to bring	
Warm jacket		Money	
Winter boots		Food (gum, candy, etc)	
Snow pants		Cell phones	
Knit hat & scarf		Electronic devices	
Mittens (2 pair)		Knives or weapons	
Long underwear		Jewelry	
Wool socks		Flashlight	
Raincoat		Matches	
Rain boots		Aerosol sprays (hair spray, etc.)	

- Parents: Activities are held outdoors year around. Please make sure your child has appropriate clothing for the weather conditions. We rarely cancel outdoor activities.
- We recommend that sentimental items not be sent