

Outdoor School Program EA Coverage Form

School Name: _____	Dates of Visit _____ to: _____
Name of EA Attending: _____	Student Name(s): _____
Student(s) Support Details/Notes (Please provide further information as required): _____ _____	

IMPORTANT! Attention: Administrators and EA's

With the exception of field studies and evening teacher time, students are supervised, with staff assistance, by volunteer high-school counsellors with limited training in supporting students with complex needs. EA coverage during counsellor-supervised* activities is required in most cases, with time off provided during teacher-led activities when appropriate. If EA(s) are deemed necessary during field studies, the school-based administration will need to arrange and communicate this in advance. **2 way radios** are available for EA use when onsite.

IMPORTANT: Scheduled times indicated as ON are required. Additional required coverage to be indicated in spaces provided.													
Arrival Day		Program Days (Day 2/3)			Departure Day (Gr. 6 & Gr. 4 Wed-Fri)								
10:45am – 12:00pm	Safety/Site Tour*	ON	7:00am – 7:35am	Wake-up, AM meds*	7:00am – 7:35am	Wake-up, meds*							
12:00pm – 12:30pm	Chores or Free-time*	ON	7:35am – 8:00am	Chores or Free-time*	ON	7:35am – 8:00am	Chores and pack-up*						
12:30pm – 1:30pm	Lunch		8:00am – 8:45am	Breakfast		8:00am – 8:45am	Breakfast						
1:30pm – 3:15pm	Field Study		8:45am – 9:15am	Chores or Free-time*	ON	8:45am – 9:40am	Cabin clean-up & packing*						
3:15pm – 3:30pm	Snack		9:15am – 11:15am	Field Study		9:40am – 11:30am	Field Study						
3:30pm – 5:00pm	Afternoon Prg*	ON	11:15am – 11:45pm	Chores or Free-time*	ON	11:30am – 12:10pm	Good-bye Ceremony *						
5:00pm – 5:45pm	Chores or Free-time*	ON	11:45pm – 12:30pm	Lunch		12:10pm – 12:30pm	Chores or Free-time*						
5:45pm – 7:00pm	Supper		12:30pm – 2:30pm	Field Study		12:30pm – 1:30pm	Lunch & Departure						
Grade 4		Grade 6		2:30pm – 2:45pm			Snack			Departure Day (Gr. 4 Mon-Wed)			
7:00pm – 7:30pm	Teacher Follow-up	7:00pm -8:00pm	Teacher Follow-up	2:45pm – 4:15pm	Afternoon Prg*	ON	7:00am – 7:35am	Wake-up, AM meds					
7:30pm -8:00pm	Evening Program*	8:00pm -9:00pm	Evening Program*	ON	4:15pm-4:45pm	Cabin Time*	ON	7:35am – 8:00am	Chores and pack-up*				
8:00pm -8:45pm	meds & cabin settling*	9:00pm -9:45pm	meds & cabin settling*	4:45pm – 5:15pm	Presentation		8:00am – 8:45am	Breakfast					
8:45pm -7:00am	Overnight **	9:45pm -7:00am	Overnight **	ON	5:15pm – 5:45pm	Chores or Free-time*	8:45am – 9:40am	Cabin clean-up & packing*					
				5:45pm – 7:00pm			Supper			9:40am – 11:30am		Field Study	
Grade 4		Grade 6		11:30am - 12:15pm			Lunch						
7:00pm -7:30pm	Teacher Follow-up	7:00pm -8:00pm	Teacher Follow-up	12:15pm – 12:35pm	Good-bye Ceremony			ON					
7:30pm -8:00pm	Evening Program*	8:00pm -9:00pm	Evening Program*	ON									
8:00pm -8:45pm	meds & cabin settling	9:00pm -9:45pm	meds & cabin settling										

* Counsellor-supervised blocks (EA coverage required in most cases)
 ** Only for students requiring overnight care (ie. toileting, bathing, dressing, direct supervision etc). Arrangements can be made for an EA or other care-giver (ie. parent) and the student to share **Cabin 7 or 8** with other students and counsellors.

I have reviewed the EA schedule and understand the coverage requirements as indicated. EA: _____ Date: _____	I have reviewed the EA schedule and have communicated the coverage expectations to attending EA(s) and teaching staff. School Administrator: _____ Date: _____
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ADMINISTRATOR: Please send completed EA Coverage Form(s) to the Education Director at cmcmullan@sd44.ca one week in advance of your program.