

Potato Hill Farm Outdoor Education Center  
11904 Potato Hill Road  
Boonville, NY 13309  
(315)942-2299  
Website: [www.potatohillfarmoec.com](http://www.potatohillfarmoec.com)

### Teacher Checklist - Winter

- ✓ **List of students** - we need the student intake spreadsheet completed by the classroom teacher and returned two weeks prior to your revival. Send to [scheduling@potatohillfarmoec.com](mailto:scheduling@potatohillfarmoec.com), identifying any health concerns, special needs we should be aware of and meds needed to be carried. Example: asthma pump, epi-pen
- ✓ **Signed forms** from Potato Hill Farm OEC for both students and adults ready to be collected when the bus arrives on site
- ✓ **Chaperone-to-student ratio** is 1 to 10 (1 active adult participating to 10 students)
- ✓ **Bring your lunch – Eating breakfast is necessary to be successful!**  
All lunches should be put in a large box, with teacher's name printed boldly on outside and sorted by classroom. No glass bottles. We have a carry in, carry out system. A power/nutrition bar is recommended for students to carry in their pocket to eat on the trail before lunch.
- ✓ **Cars are not permitted** - only school buses are allowed unless previously arranged
- ✓ **Appropriate dress** for cold, wet and windy conditions is recommended. Students will be more successful and have more fun.
  - Snow pants or wind pants
  - Winter boots and warm socks that go over the calf (no ankle or "no show" socks)
  - Hats and water proof mittens
  - Winter jackets
- ✓ **Electronic devises** – I Pods, hand-held games, etc., are not allowed. Your school's Code of Conduct applies to this off campus visit
- ✓ **Any accident** or injury, no matter how small, must be reported to our staff as soon as possible and always prior to bus departure
- ✓ **Call office** at (315)942-2299 when boarding bus for your estimated time of arrival