



Teachers' Roles and Responsibilities

Teachers play a key role in the success of the program. The difference between a great week and a good week starts in the preparation well before the arrival at the farm. Prior to leaving for the farm teachers should have:

1. New teachers must attend a New Teacher Orientation. Please contact Rob Macri in the Education Department for scheduling.
2. Replied to the Confirmation E-mail/Fax to Education Office as soon as possible after receiving this teacher packet. This will secure your date at the farm.
3. Hosted an information event with parents/guardians to help prepare for the trip, and to field any questions or concerns they may have about the program. Consider having lessons and activities at school that will integrate into the farm experience.
4. Be aware of ALL health concerns and required medications, particularly with **asthma**. It is the teachers' responsibility to administer medication while at the farm.
5. Teachers should confirm that all required medicine, including asthma pumps and nebulizers*, are packed prior to the student boarding the bus.
* If a student has a nebulizer at home they **NEED** to bring it to the farm, even if they "haven't used it months" as the children sometimes say.
6. **All the health and consent forms must be sent to the farm two weeks prior to your arrival.** This is *required* so as we can order food around allergies, as well as plan program to suit the needs of the children.
7. Secure a bus company for transportation **WELL IN ADVANCE** both to and from the farm. Plan to arrive at 12:00 for lunch on Monday and depart by 11:00am on Friday. A cold cut sandwich lunch will be provided upon arrival and for the journey home.
8. Make sure kids are prepared with appropriate clothing for the season. Call us if you are unsure about the weather.
9. Organize a parent/guardian phone tree prior to your trip, including a phone call to your school. We ask that **parents and children do not call each other** while they are on the farm unless it is an emergency.
10. If you have a project in mind for your week at the farm that requires special materials, please bring these with you. We can provide paper, pencils, and general art supplies, etc.

If at any time there are questions or concerns please contact the Education Director at (802)-484-5822 or rob@farmsforcitykids.org.