

Echo Hill Outdoor School



DIRECTOR
PETER P. RICE, JR.

ASSOCIATE DIRECTORS
ANDREW R. McCOWN
ELIZABETH ZELTER McCOWN

Dear Echo Hill Group Coordinators,

Thank you for all your efforts in making this trip to Echo Hill Outdoor School possible!

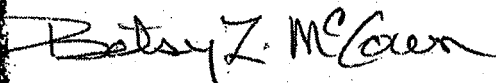
Please take a moment to read through the enclosed documents. We review forms annually and ask that you use only the most current versions (date on bottom right.) *Please use ONLY the enclosed 2018 health and registration form. Please discard any other formats.*

Additional copies of documents are available on the Forms and Downloads section of our website at www.ehos.org, or you can contact us at info@ehos.org and we will be happy to assist you.

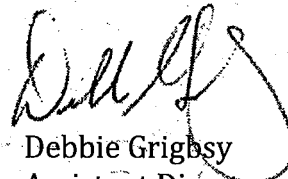
Remember, we must have a signed hard copy of the health form for every person attending, including adults.

We will contact you one to two weeks prior to your trip to coordinate final details for your program.

At Echo Hill Outdoor School, we continue to strive for excellence in outdoor education and we value our partnership with you. We appreciate all that you do.



Betsy Z. McCown
Associate Director
betsy@ehos.org



Debbie Grigbsy
Assistant Director
debbie@ehos.org

2018



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Echo Hill Group Coordinator Notes

In preparation for your visit we would like to highlight several policies and thank you in advance for your assistance with these policies.

Medication:

- Our medication policy asks you, the visiting staff who know your students personally and have direct contact with parents, to administer medication to students. The policy includes the following:
 - Medication **must** be in the original containers (both prescription and non-prescription) and clearly labeled with the participant's name.
 - We would like all medication, prescription or otherwise, turned in to you, the visiting teachers **prior** to your arrival at Echo Hill.
 - The medication will be stored in the office and taken to each meal in the dining hall by the Echo Hill office person. Echo Hill staff will announce to students near the end of the mealtime where to meet you to take their medications.
 - Echo Hill will provide a medical log for you to record all medication that is dispersed.
 - Any health concerns that require medication not brought by an individual student, (i.e. Tylenol for headaches) should be directed to the Echo Hill office staff.

Money:

- Echo Hill offers t-shirts with our school logo for \$15.
- Please collect **all** money from your students prior to arrival. Money for t-shirts and a list of student names may be turned over to the Echo Hill office the day you arrive.

Cell phones / Electronics:

- Echo Hill requests no cell phones or electronics be used on classes or in the living areas.
- If you allow their use during travel, please collect prior to arrival for storage in the office.
- Use of cell phones by adults is limited to the office vicinity. We ask that you refrain from using cell phones in front of participants.

Food:

- Please remind students **not** to bring any food, candy or gum. Echo Hill does not allow food in the living areas so as not to attract animals due to reported cases of rabies in Maryland. If you allow food during travel, please collect any leftovers prior to arrival.

We greatly appreciate your assistance in all these matters. If you have any questions or concerns, please give us a call.