

# Teacher's CHECKLIST

*If you miss a deadline, you risk losing your space. If you foresee having any difficulty in meeting deadlines, please get in touch with us immediately. Thank you!*

## **As soon as possible:**

- ☐ Review and return your Service Agreement – Due upon receipt.
- ☐ Arrange transportation to/from Camp MayMac in Felton.
- ☐ Deal with any fieldtrip permission bureaucracy with your school district. Oakland Unified School District is particularly strict about this!
- ☐ Share [www.mosaicproject.org/families](http://www.mosaicproject.org/families) with your students' parents/caretakers.
  - Encourage them to sign up for a Zoom info session.
  - Encourage them to register their children.

## **One month before your session:**

- ☐ All student registrations completed
- ☐ Deposit due
- ☐ Discuss medical/behavioral concerns with students' families (Be sure you understand your students' needs!)
- ☐ Play our music ([www.mosaicproject.org/music](http://www.mosaicproject.org/music)) in the classroom and get your students excited to join us!

## **Two weeks before your session:**

- ☐ All teacher forms due:
  - Master Class Lists
  - Medical & Behavioral Issue Summary
  - Cabin & Sharing Groups Charts
  - Teacher Attendance List
- ☐ Alert us about any serious medical or behavioral concerns.
- ☐ Certificates of Insurance due

## **One week before your session:**

- ☐ Remind families to pack a lunch for their child on the first day of the program.
- ☐ Remind families to pack a few N95 masks for their child to wear on the bus and for a Mosaic indoor activity.
- ☐ Read and discuss with your students the agreement they committed to when they registered

## **The first day of your session:**

- ☐ Ensure everyone who boards the bus, or joins a carpool, has negative COVID test results before leaving your school campus.
- ☐ Collect all student medications before leaving your school campus.
- ☐ Call Brian Lowe (510-590-1212) to let him know your ETA and final count of students.
- ☐ Final balance due.

*Please do not hesitate to contact us should you have any questions or concerns. Thank you for your partnership!*