

## Monthly Program Orienting Details

Dear Monthlies Parents & Caregivers,

Hi! My name is Lydia, and I'm excited to be coordinating WAS Monthly Programs this year. As Program Coordinator, I support you with logistical emails and notices, I mentor our Monthlies instructors in delivering quality nature connection programs, and I hold the bigger picture of our Monthlies programs. We are all very much looking forward to the awesome adventures we'll have together this school year.

In this email, you will find information about:

Who to Contact When

Your Program Location & Dates

Directions to Your Park Location

Sign-In & Sign-Out

Absences/Cancellations

Future emails will have other important info--like the names and contact info of your child's Site Director(s)--but this email has the foundational stuff. **Please read this entire email, keep it as a reference, and consider printing it and keeping it in your car. It's also important that you forward this email to anyone else that might be involved in picking up or dropping off your child this year, as it has information that will be important for them.**

### WHO TO CONTACT WHEN

1. For questions regarding Registration and Tuition, email or call our Registrar at [registrar@wildernessawareness.org](mailto:registrar@wildernessawareness.org) / (425) 788-1301.
2. For other communications, email the Site Director for your child's program (contact info TBA). 3. If it is *the morning or day of your child's Monthly class*, text or call your Site Director. Site Directors are the ones in charge on site, and are available to support students, parents, instructors, and the program as a whole. They will always have their phone with them, and will answer if they have reception and are not already tending to something in the field.
3. For big picture questions or feedback, or if you don't yet have your Site Director's contact info, email me at [lydiac@wilderenessawareness.org](mailto:lydiac@wilderenessawareness.org). You can email me with questions, concerns,

feedback, or stories from your child's experience in class. Those stories are incredibly precious to us--they give us heart and hope and inspire us to keep doing this important work.

4. If you need immediate assistance and cannot reach the Site Director, call the WAS Office at (425) 788-1301 or me at (425) 364 0538.

### **YOUR PROGRAM LOCATION & DATES**

Some parents/guardians find it easiest to use the program dates listed on our website. Another option is to use the Monthlies Schedule link on our [Youth Program Resources](#) page. Once staff assignments are finalized, the Site Directors and Instructors will also be added to that schedule so you can see who is instructing at your child's program(s).

### **DIRECTIONS TO YOUR PARK LOCATION**

For driving directions to your park location, visit the [Maps and Directions link](#) on our website. **For detailed descriptions of exactly where in the park the Monthly Program meets, please find your location below and read carefully.**

**But first, a Note on Bathrooms!** There are public bathrooms at all our park locations, AND going far from bathrooms on cool adventures in the woods is an essential part of what we offer students. *If your child has never peed outside, please have them practice BEFORE class.* We will remind them how to find a private place and we will keep good track of where they are when they need to nature pee at program.

#### **Cougar Mountain**

The sign-in area is a short walk from the Harvey Manning Trailhead at the very top of the mountain. Cougar Mountain is a VERY large park, and there are multiple access points. Please use "Harvey Manning Trailhead" or "Anti-Aircraft Peak" to get directions on Google Maps.

#### **Seward Park**

Pass the roundabout at the entrance to Seward Park and continue on the road that goes up the steep hill. Just as you crest the hill, turn right into the first parking and shelter area on your right (this is Shelter 3) and park. Sign in will be happening in the grassy field--probably under a tree if it's raining. If you decide to stay and explore the park while your child is at class, do not leave valuables in your car, as break-ins are common.

### **Saint Edward State Park**

Drive into the park on the main road and take a left into the first parking lot next to the big grassy sports field. The sign-in area will be at a picnic table at the end near the bathrooms.

Important Note: A Discover Pass is required for parking at St. Edward State Park. **However, there is a 10 minute grace period for drop-off and pick up.** Please note that sometimes sign-in/out may take longer than 10 minutes. Yet even when this has been the case we have not known anyone to get a ticket during these times.

If you would like to get a Discover Pass these can be purchased for ~ \$30 for an annual pass, or \$10 per day. The Discover Pass is now transferable between two vehicles. For more information, or to purchase online, please visit [www.discoverpass.wa.gov](http://www.discoverpass.wa.gov). Wilderness Awareness School is not responsible for parking fees incurred during the program.

### **Tolt MacDonald Park**

After driving into the park on the main road, take the second right into the parking lot right near the Big Red Barn. An instructor will be holding a clipboard near the barn and the adjacent field.

## **SIGN-IN & SIGN-OUT**

### How to Sign IN Your Child

**Each class day, we will begin signing in students at 9am.** Before 9am the staff will be meeting to prepare for the day and usually will not be available to interact with students or parents.

To sign in your child:

1. Find the staff person with the clipboard: They will sign in any students in your carpool. Before signing in your child, our staff will usually ask if your child has a snack, lunch, water, and rain gear. Remember, rain gear is required to be in their backpack every day, even if it's not raining!
2. The staff person may ask you to look at the list of people authorized to pick up your child and add anyone else who might pick them up.
3. **If someone besides a fellow program parent will be picking up, you will need to write their phone number on the sign-in sheet so that we know who to call if needed.** This is very

important. If that someone is not another program parent, please forward this email to them so they know our drop-off/pick-up details.

### How to Sign OUT Your Child

End-of-the-day pickup is at the same location as morning drop-off. **Sign-out begins at 1pm for Nature Explorers (half day) and 3pm for Nature Adventure and Nature Skills (full day).** **Please plan to pick up your child at these times.** The teaching team meets at the end of the day and we appreciate your timeliness so that we can tend to this important part of supporting the program. If your child has not been picked up by 3:10 pm, we will ask them to hang out within sight of our team meeting until you arrive, but know that this is not ideal.

To sign-out your child:

1. **Bring your ID!** This is required until we learn to recognize you by sight. Let anyone who might pick up your child know that they'll need their ID at sign-out.
2. Find the staff person with the clipboard and they will check off any children you are picking up. This includes any students in your carpool.
3. The staff person may ask if you are available to chat about your child's day. This could be to tell you something lovely about your child. It might also be to tell you about a minor injury or kerfuffle and how we're supporting your child in their natural growth process.

### Late Arrival & Early Pick-Up

If you will be arriving late for sign-in or sign-out, please text your Site Director with your Estimated Arrival Time (ETA). It helps us a lot to know who is coming and when to expect them. We can sometimes, but not always, accommodate planned late arrivals and early pick-ups. Please reach out to your site director ahead of time to coordinate and see if it is possible.

### **ABSENCES/CANCELLATIONS**

If a program is canceled due to weather or natural occurrences, we may or may not be able to offer a make-up day. We do not guarantee make-up days and are unable to offer refunds for

cancellations due to such events. We are also unable to offer proration, make up days, or “switches” to other Monthly Programs in case of cancellations or student absences. We hire and operate our programs with very specific student-to-instructor ratios and are unable to make adjustments part-way. Tuition is paid on a 7-session basis. For detailed information on our Registration Policy, click visit <https://www.wildernessawareness.org/about/registration-policy> and scroll down to the “Cancellation” section.

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Phew! That is it for now! Thank you all for reading. We hope this information and all to follow helps you feel oriented and excited for a new year together. Please let me know if you have any questions.

See you soon!

Lydia & The Monthlies Team