

# Welcome

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Dear teacher and youth leaders:

Thank you for scheduling an education program with the Tillamook Forest Center. We look forward to seeing you and your students! Please review the preparation materials on the website to assist you in planning your trip to the Tillamook State Forest and help prepare your students and chaperones for their experience.

## **Program Agenda**

Program agendas are on the website. Please arrive early to begin your program on time. Late arrivals or early departures of 15 minutes or more will result in a program modification which will require cutting part of the program (shortening lunch is not an option for staff). The inability to participate for the entire duration of the field trip will jeopardize the ability for teachers/group leaders to schedule future field trips.

## **Field Trip Preparation**

A preparation checklist, directions/maps, chaperone expectations, parent letters and pre/post site activities are available on the website under [Teacher and Parent Resources](#). Please make sure to review the list as soon as possible to allow for adequate preparation to ensure a successful visit. Unfortunately, one thing we cannot schedule is the weather! The Tillamook State Forest is generally colder and rainier than surrounding areas. Please make sure that students are prepared with raincoats, sturdy close-toed shoes, long pants and warm clothing. We have rain ponchos available if needed. Due to our remote location, we encourage all groups to Pack-it in/Pack-it out. Please bring garbage and recycling bags to pack out all waste associated with lunches.

## **Student Safety**

**We require one adult chaperone for every five students.** This helps ensure the safety of your students and allows our staff to focus on teaching. Teachers and chaperone adults are responsible for the general health and safety of their students at the center and on the forest. Please share the chaperone expectations with each adult prior to arrival. Teachers and adults must remain with the students at all times in case of an emergency. We would like to be aware of any special physical, medical or emotional needs of your students so we can best meet those needs. Please prepare your students and adult chaperones with your agenda. Review safe and respectful behavior expectations with your students and accompanying adults prior to your trip.

The Tillamook Forest Center is located in a remote area. The Center is equipped with phone service, and **limited cell phone service**. Bring a phone list of your students' parents or guardians in case of medical emergency. Notify uniformed staff at the information desk about lost property or an incident requiring first aid.

## **The Forest Environment**

The TFC, Smith Homestead Day Use Area and trails are maintained by correctional inmates from the South Fork Forest Camp. These crews may be in the vicinity performing routine maintenance. Crews are closely supervised and signs indicating their presence are placed in the area of their work. Forest field trips are scheduled to provide adequate separation from these activities, and this is why we ask you to stay on the south (building side) of the Wilson River.

Be alert to road conditions and road closures in the forest on the day of your trip. In cases where conditions are judged to be unsafe due to high winds or other factors such as power outages, we will contact you as early as possible.

If you have any questions regarding your field trip, please don't hesitate to call our staff at (503) 815-6800.

Sincerely,

*Denise Berkshire*

Denise Berkshire  
Program Coordinator