

Dear Office Staff, [Date]





I wanted to let you know my class [Grade\_\_\_, Educator Name] will be enjoying the outdoors as a regular learning space this year. We are excited to be taking part in the **Take Me Outside year long Learning Challenge**.

I want to provide you with some safety and logistics information so that you can always reach us and know where to find our class.

Here is a list of the things I will always have with me when we are learning outdoors:

- ☒ My cell phone / school walkie talkie
- ☒ First aid kit
- ☒ Bright supervision vest and whistle
- ☒ Class list with student health info and parent contact information

We will plan to call the office and / or have a student submit this information on paper to the office each time we head outside for extended learning periods.

-  Time frame we are outside for: \_\_\_\_\_
-  Location our lesson will be in: \_\_\_\_\_
-  Numbers of students outside: \_\_\_\_\_
-  My cell number: \_\_\_\_\_

Please feel free to chat with me anytime about any questions or concerns you may have. I greatly appreciate the office team's support in taking my students outside for valuable learning time!

{Teacher Signature}

