

## To-Do List for your Field Trip Arrival

Upon arrival, there are some procedures that you should follow.

A teacher should do the following:

- Notify Ortona's front desk of your arrival
- Bring all of the completed Notification of Risk forms to the front desk
  - The front desk will confirm that each form is correct and complete
  - The number of forms will be counted to verify the number of students
  - The coaches who are leading your school's session will be notified

Students should be instructed to do the following:

- Remove their coats, shoes and socks
  - Socks and shoes can be placed in cubby holes to the left of Ortona's entrance
  - Coats can be hung up on the racks outside Ortona's entrance
- Wear the proper clothes (see the clothing guidelines sheet)
  - If a student needs to change or use the washroom, there are men's and women's washrooms inside the Ortona space towards the back wall
  - The washrooms are in the same location as the change rooms
- Line up along the wall where they left their shoes and socks
- Put their name tags on (or have done so back at school)

**Do not** allow students to enter the gym. The coach who will be leading your session will collect your group and take you into the gym.

Please be considerate of other groups who may be leaving the gym when your session starts.

Enjoy your gymnastics experience!