**Teacher Checklist**

**Prior to the Festival:**

* Secure transportation. There are no transportation fees for D-11 schools. Buses must still be ordered by your school secretary.
* Obtain parent/guardian signed field trip permission slips that include a photo release/ liability form. (D-11 schools - To be supplied by Science Facilitator Darian.Founds@d11.org)
* Obtain PPCC parent/guardian signed release of liability form (to be supplied by Volunteer Services [Joan.Sousa@d11.org](mailto:Joan.Sousa@d11.org). (signed released required for teachers and chaperons).
* Identify students who do not give photo permission with a bright color or sticker on their nametag.
* Recruit 1 - 2 adult chaperons per class.
* 3 - 5 weeks before, ***conduct at least 2*** of the prior-knowledge activities Units #1, #2, #3 and #4 during regular classroom time. Student workbooks will be provided for you.
* Make a request to your kitchen manager for sack lunches for reduced/free students.
* 1 - 2 weeks before, review Unit #4 Water Wizard Trivia Facts with your students and select 3 students to be class spokespersons for the Water Festival Water Wizard challenge.
* 1 - 2 days prior, remind students of expected behavior and learning objectives for the Water Festival. Students will not bring anything with them to the Festival other than a sack lunch and refillable water bottle. Dress for the weather – stations will be indoors and outdoors.
* Create student ID tags with school name and 4th grade teacher name (plus NO PHOTO wording where applicable). All D-11 students will wear a pin-on ID tag (to be supplied by D11 Volunteer Services [Joan.Sousa@d11.org](mailto:Joan.Sousa@d11.org) )
* 1 - 2 days prior, review your class-specific station assignments and facility map.

**During Festival:**

* Teachers check-in at registration (site-specific map will be sent with your final class schedule about two weeks before the festival).
* Drop off lunches in designated location in Gymnasium.
* Guide students to the NW grassy field until 9:50 am, then proceed to first station starting at 10:00 am.
* Lead student transitions through the rotations (you will have a schedule and map; Water Festival volunteers will assist with directions).
* Take notes at each station to assist students with follow-up assessment.
* Return to the NW grassy field for lunch.
* Lead students back to bus parking lot after the final station.
* Complete Teacher exit survey and give to Festival worker prior to loading the bus.

**Post Program:**

* Have students complete the post Festival writing assessment included in this Teacher Packet.
* Send student responses by the end of the school year to D-11 Volunteer Coordinator Joan Sousa for delivery to Festival Coordinators. Joan’s email is [joan.sousa@d11.org](mailto:joan.sousa@d11.org). Schools other than D-11, please mail student surveys to Birgit Landin, 2855 Mesa Rd., Colorado Springs, CO 80904