



Dear Echo Hill Trip Coordinator,

In preparation for your visit we would like to highlight several policies and to thank you in advance for your assistance with these policies.

Our medication policy asks you, the visiting staff who know your students personally and have direct contact with parents, to administer medication to students.

The policy includes the following:

We would like all medication, prescription or otherwise, turned in to you, the visiting teachers, prior to your arrival at Echo Hill.

The medication will be stored in the office and taken to each meal in the dining hall by the Echo Hill office person. Echo Hill staff will announce to students near the end of the mealtime where to meet you to take their medications.

Echo Hill will provide a medical log for you to record all medication that is dispersed. Any health concerns that require medication not brought by an individual student, (i.e. Tylenol for headaches) should be directed to the Echo Hill office staff.

Echo Hill has T-shirts available at a cost of \$15 (please note the increased cost). There is no other reason that a student will need money during their stay at Echo Hill. Please collect all money from your students prior to arrival. Money for T-shirts and a list of student names may be turned over to the Echo Hill office the day you arrive.

Please remind students not to bring any food, candy or gum. Echo Hill does not allow food in the living areas so as not to attract animals due to reported cases of rabies in Maryland. If you allow food during travel, please collect any leftovers prior to arrival.

Echo Hill requests there be no electronic equipment used on classes or in the living areas. Please collect all electronic equipment prior to arrival for storage in the office. This request includes cellular phones. Use of cellular phones by adults is limited to the office vicinity.

We greatly appreciate your assistance in all these matters. If you have any questions or concerns, please give us a call.

Debbie Grigsby  
Assistant Director

Peter Rice  
Director