

Scheduling Checklist

6 Weeks Prior	
	Complete Group Information form, Participant Numbers Information and Class Scheduling Information in your Google Drive folder.
	Send the Certificate of Insurance Request Form (<i>found in Forms to Fill Out folder</i>) to your school's business office.
	Distribute and collect Adult and Child Liability Forms . (<i>found in Liability Form folder</i>). <i>Forms in Spanish, Hmong and Somali are found online on our website.</i>
	Handout information sheets for parents and chaperones. In the Handouts and Instructions folder.
2 Weeks Prior	
	Ensure that the Certificate of Insurance has been placed in your google drive.
	Complete Food Service Information in your Google Drive folder and contact us at (krysty.fulton@wolf-ridge.org) to discuss special dietary restrictions.
	Review your Schedule and contact the Wolf Ridge program planner with any questions or concerns.
	Assign students to learning groups.
	Assign students and adults to dorm rooms.
	Assign adult chaperone responsibilities using the Group Responsibilities Checklist below.
At Arrival	
	Confirm the number of participants and discuss details of your stay with your liaison.
	Submit signed Liability Forms for all adults and students
	Review and submit any changes to your Participant Roster (found on Participant Numbers Information Google Sheet form).
Before You Leave	
	Stop in the main office to review your bill, return your keys and schedule dates for the next year.
	Fill out the Program Evaluation and Liaison Evaluation forms in your lead teacher folder.

Group Responsibility Checklist

Daily Responsibilities	
	1 Adult scheduled for each store time.
	Adult(s) scheduled for dorm supervision after class and meals.
	Kitchen Patrol (KP) scheduled for each meal. <i>Informational video online.</i>
	Recycling Patrol (RP) scheduled for every other day and departure day. <i>Informational video online.</i>
Daytime Classes	
	At least one adult scheduled to attend daytime classes to provide behavior management support and assist Wolf Ridge Naturalist as needed with the class.
	THREE adults scheduled as supervisors for each Adventure Ropes course. They should be prepared to stand on a tower or help catch students coming off of the course.
	THREE adults scheduled as supervisors for each Indoor Rock Climbing. Adult supervisors assist with the safety of the class and should be aware that they are NOT to take pictures or use their phones while acting as a supervisor.
Evening Classes	
	Adults scheduled to supervise the Evening Program from 6:30-7:15 pm (led by Wolf Ridge).
	Adults scheduled to teach Evening Activities from 6:30-8:00 pm. <i>Lesson plans and Instructional videos on how to run the classes are available online.</i>
	THREE adults scheduled as supervisors for each Adventure Ropes course. They should be prepared to stand on a tower or help catch students coming off of the course.
	THREE adults scheduled as supervisors for each Indoor Rock Climbing. Adult supervisors assist with the safety of the class and should be aware that they are NOT to take pictures or use their phones while acting as a supervisor.
	Adults scheduled to attend Astronomy (led by Wolf Ridge)
	Adults scheduled to lead a campfire.