

# Coordinating Teacher Planning Checklist

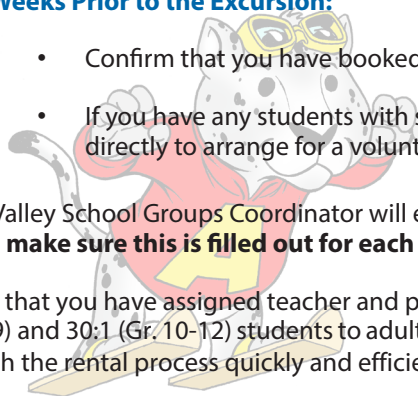
Thank you for booking your excursion to Snow Valley. We're looking forward to helping your students enjoy a day of skiing and snowboarding.

This checklist is intended to help you plan and coordinate your trip(s.)

## 6

### Weeks Prior to the Excursion:

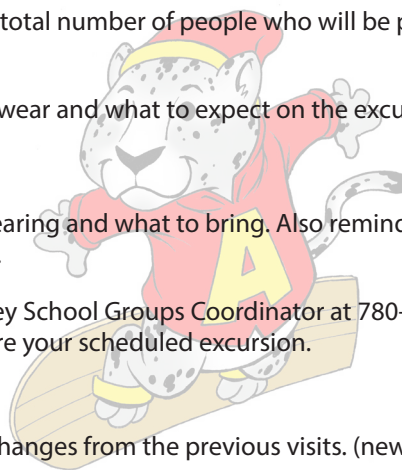
- Confirm that you have booked the necessary buses to transport the students to and from Snow Valley
- If you have any students with special needs, please please contact CADS (Canadian Adaptive Snowsports) directly to arrange for a volunteer. 780-669-3856.
- Snow Valley School Groups Coordinator will email you the rental equipment Google Form and results spreadsheet. **Please make sure this is filled out for each student.**
- Ensure that you have assigned teacher and parent volunteers for your group. A ratio of 8:1 (Gr. 2-3), 15:1 (Gr. 4-6), 20:1 (Gr. 7-9) and 30:1 (Gr. 10-12) students to adults is required. Teachers and volunteers are here to help the students get through the rental process quickly and efficiently both at the start and end of the visit.



## 2

### Weeks Prior to the Excursion:

- Provide your final confirmed number of student participants to our Groups Coordinator. Providing accurate numbers is critical for determining our required staffing levels and for coordinating with other visiting schools to ensure the best experience for all students.
- Confirm the rental equipment form has been filled out for all students.
- Notify Snow Valley School Groups Coordinator of the total number of people who will be participating in the Lunch Ticket school lunch option.
- Start talking to the students about what they should wear and what to expect on the excursion.



## 1

### DAY BEFORE THE EXCURSION:

- Remind all the students about what they should be wearing and what to bring. Also remind them to eat breakfast so that they have enough energy for the day.
- In the event of cold weather, please contact Snow Valley School Groups Coordinator at 780-809-2373 or Snow School at 780-809-2371 by 4:00 pm the day before your scheduled excursion.

### Coming more than once?

- Notify the School Groups Coordinator if there are any additions or changes from the previous visits. (new students, students switching from ski to snowboard or visa versa)
- Confirm Lunch Ticket school lunch numbers at least one week prior to subsequent visits.

Thank you for giving your students the opportunity to experience skiing or snowboarding. We are grateful for your help and hard work in order to make it a fun and successful day for your group.