



## School PE Program 2011-2012 Teacher's checklist

### As Soon As Possible:

- **Call (406) 466-2209 to reserve your dates.** The sooner you call, the more likely you are to get your first choice! You'll need to know:
  - When you're planning to come
  - How many kids and what grades
  - When you'd like to schedule your in-school safety presentation.
  - Have alternate dates as a backup.
  - Remember, the PE Program is offered any day that School is in regular session *and* the mountain is open (Mon - Fri).

### One month before your Visit:

- **Make sure you've received your packet of rental forms and permission slips and instructions from us.**
- Take the time to carefully read them over, and call us with any questions you may have.
- **Download or FILL IN ONLINE** the registration form, student Info sheet and any other additional materials from [www.tetonpassresort.com/PE](http://www.tetonpassresort.com/PE)

### Three weeks before your Visit:

- **Send all the rental forms and or permission slips along with the *student info sheet* home with *each* Student.**
- EVERY student who will be participating in the PE program MUST have a rental form or permission slip filled out and signed by a parent/guardian either serves as the liability release.
- **Collect the forms or slips from the Students.**
- Make sure all info has been filled in, and that they've been signed by parent/guardian.
- **Collect the appropriate amount of Money from each Student.** See the Rate form, and call us with any questions.
- **Complete the REGISTRATION FORM.** Follow the directions on the top of the form or on the website if you are filling it in online.
- While filling this out, make sure that the money matches the activity selected by each student, i.e., that those who plan to snowboard have paid for snowboarding, etc.
- **MAIL YOUR COMPLETED REGISTRATION FORM ( if not filling it in online ) AND ALL GREEN CARDS TO US SO THAT THEY WILL ARRIVE AT LEAST ONE WEEK PRIOR TO YOUR SKI DAY.**
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- This is important for two reasons:
  - It allows us to pick up any issues with the documents BEFORE you get here.
  - It allows us to pre-set all the rental equipment for the students, ensuring that they will be able to quickly and smoothly make it to their lessons.

### The week of your visit:

- **Get the students mentally prepared for the trip.**
- Talk about how the day will work, what to bring, what to wear, etc. Reviewing the information provided.
- **If the number of participants for your trip changes, please call us!** This helps us to staff appropriately, and may provide openings for other schools/students who are on a waitlist.

### The day of your visit:

- **PLAN TO ARRIVE NO LATER THAN 9:30 AM.** If you are bringing a large group, plan to come earlier. *If there is no way you can make it by 9:30, it is very important to let us know well in advance so that we can staff appropriately.*
- **Upon your arrival, you'll be greeted by a Teton Pass Representative and assigned an area of the lodge to use as your headquarters for the day.** Make sure that all students stay in the area at this time.
- **Send your group leader to the ticket window as soon as possible.**
- You'll need to know the total number of students that are actually present so that you can pick up the *lift tickets*.
- **Two people will address your students.** One will discuss lift safety and rental equipment procedures; the other will divide students into rough lesson groups (lesson groups are likely to change slightly once we're on the snow, but we have to start somewhere). One of these people will hand *you* the student's rental forms.
- **Before the students go to the rental shop, make sure that each has a LIFT TICKET on their jacket and their rental form in hand.**
- **Be sure that Teachers and Chaperones help the students through the rental shop and to the lesson area.**

- **Once the students are outside, return to Guest Services with any extra lift tickets.** You will be charged for any tickets not returned and will be expected to pay at this point. Now you can get rental equipment and tickets for teachers, chaperones, etc.
- - Payment must take place in a single transaction in the form of Cash, School Check, Visa, MasterCard or American Express.

### **Additional Policies to be Aware of:**

#### **Students with Season Passes**

If any of your students are Season Pass-holders, we strongly encourage you to **require** them to surrender their pass for the day, and participate in the program under the same rules as everyone else. Any student who uses their season pass for lift access on a PE day is not considered to be participating in the program.

#### **Inappropriate Behavior**

Any student, teacher or chaperone who behaves inappropriately while at Teton Pass will have their lift ticket cancelled and will be asked to return rental equipment. No refund will be issued. Inappropriate behavior includes, but is not limited to: Offensive language, belligerent or destructive behavior, disregard for area rules or authority, or theft.

**We know that organizing PE days takes a lot of work, and we appreciate your efforts.**

**PLEASE Remember that you may call us anytime: (406) 466-2209**

**All PE Program information may be found online at [www.tetonpassresort.com](http://www.tetonpassresort.com)**