

CORRAL PROCEDURES

If you are assigned to the Junior Program for the day you are responsible to be in the Corral **READY TO TEACH** 15 minutes **BEFORE** lesson time.

1. Get a Roster Form either from the Corral Mom or out of the Hut and keep it to use for your class
2. Help “Bag and Tag”
 - ❖ **Orange** bibs are for 2hr. and the **Green** bibs are for All-Day
 - ❖ Fill out the Progress Card (Child’s Name, age, lesson level, lesson time, All-day or 2hr, and any special needs)
 - ❖ Put the Progress Card in the clear window of the bib with the child’s name visible
3. If not Bagging or Tagging help direct children where they need to be; read the signs
 - ❖ Check the child’s clothing, equipment, eyewear, sunscreen, etc...
 - ❖ Keep the children occupied (games, stories, songs, whatever)
 - ❖ Start grouping them for lessons (age, level, etc...)
4. Start filling out Roster Form
 - ❖ **Do Not** put the instructor’s name on it yet (unless you were assigned to that group only put the date, lesson level, and the children’s first and last name)
5. When assigned a group, put your name on the Roster Form and make sure you have the correct children
 - ❖ Either give the **COMPLETED** Roster Form to the Corral Mom or file it in the proper location in the Hut or the exit Drop Box
6. Exit the corral and begin your lesson
 - ❖ Upper levels are **REQUIRED** to do an on the hill split on the Bunny Hill
 - ❖ LTS/LTB and level Green lessons will **NOT** leave the Bunny Hill without checking with the Corral Mom or Supervisor
 - ❖ All lessons that start on the chair will make **ONE RUN** no higher than Midway and check in with the Corral Mom or Supervisor for stragglers and other adjustments
7. Continue your lesson, be safe, and **HAVE FUN**
8. If one child needs a water/bathroom break the whole group takes a break, **DO NOT** send children to the Corral for Breaks. **Children never go anywhere unescorted**
9. Fill out the Progress Cards **BEFORE** you return to the corral
 - ❖ Fill them out completely (including your name)
 - ❖ Fill them out on the lift, sit down as a group on the hill, during bathroom/water breaks, anywhere **EXCEPT** in the Corral
10. Return to the Corral **10 MINUTES** before the end of lesson time
 - ❖ Bring entire group into the Corral as a group, **DO NOT** release children to Parents outside of the corral
 - ❖ **DO NOT** remove bibs until the parents arrive
 - ❖ Stay with your group until all are picked up by their parents
 - ❖ Give the completed Progress Cards to the parents
 - ❖ If you are reassigned, turn your remaining students over to the Corral Mom, **NOT** to another instructor
11. When all of the children are picked up check with the Corral Mom or Supervisor; if you are released have fun and be back for the next Check-in.

If you have any questions **PLEASE** ask someone.