

Adaptive Program

Adaptive Program Office: 604-905-2071

Carly's mobile: 604-902-0688 Marta's mobile: 604-338-8454

Morning meeting: 8:30am Upstairs in the Springs – Call or leave a voice message if running late.

→Details to note for the day will be in the DAILY UPDATE which can be found here

<https://forms.office.com/r/5eY5PgtnYP> Choose the Adults Pod → Adaptive

- Come prepared for the day, knowing the weather and with a CURRENT SAFETY MANUAL. Refer to your safety manual for lift loading, separations and emergency procedures. You can also call us if you have important questions.
- This is where you will be told your match up for the day. You will be told who your clients are and the other instructor you will be working with for the day.
- Here you should read over the previous notes for the client in snowline and come up with a plan for the day with the other assigned instructor. Make sure you check if they need any medication (you are NOT allowed to administer) and/or if they have any allergies.

Sign-in: Clients are told to arrive at 9am at the Carleton Lodge unless otherwise communicated.

- Scan 2 flaiks (if client is under 19 years old) under the Adaptive option: one for instructor to one of your passes and one for guest using their safetyvoucher.
- Remember to attach the Safety Voucher to your clients zipper (19 and under) – check to confirm the number is the correct contact for the parent.
- Kinder Vests: Kinder Lift vests for children aged 6 and under found in Whistler Kids.
- Make sure the guest has a gift card (can be purchased at guest services) or a credit card to pay for their lunch. NO cash is accepted.
- Please exchange numbers with the parent and check with them if they would be joining for lunch or in case that the client needs assistance with medication. Remind them to meet at 3pm at the Carleton Lodge for the end of the lesson.

Lunch: Roundhouse at 11:00 or 11:45. Please let Carly or Marta know a lunch ETA. Please keep in mind that this is not a restaurant reservation, however it helps us knowing it in advanced. If you are planning to have lunch somewhere else, please let us know too. You will not find the Adaptive reserved tables in other locations though.

- Lunch tables are reserved only for Adaptive lessons. In case these ones are full we could use the accessible tables if not needed for other guests.
- When you arrive at the Roundhouse, go straight to the elevator (by the washrooms) or use the stairs, go up and head to the tables by the exit door to the Umbrella Bar.
- Our signs should be put out by the Roundhouse Staff, but if they are not then please put them out if you are first to arrive. They can be found in the 1st cabinet where you can find the cutlery next to the cashiers. If someone is sitting at our tables when the signs are out we can politely ask them to leave. Please remove the signs after lunch if they are no longer needed for other lessons.
- At lunch you are still responsible for your client, please eat and interact. Do not be on your cell phone unless urgent.

End of Day: down at the bottom by 3:00pm or earlier if arranged with the parents

- Aim to be at the bottom no later than 3pm (plan accordingly if you are downloading) to meet the parent and relay information from the day. Explain how the day went and what you have worked on. Head back to the Springs to write your end of day Report on snowline and check with Carly or Marta how the day went. Your Instructor day ends at 3.15pm. CALL the Adaptive Phone ortext in the Opps Whatsapp Chat if you are running late.
- Mandatory Download after 2.30pm for ALL GUESTS levels 1-3 and for all guests not level depending on peak days.
- Vests and Flaiks must remain on the children until the child is signed out, then collect them and return to charging station in Whistler Kids and hang up vests if wet.

HAVE FUN AND STAY SAFE!