

# The Scheduling Process

## SCHEDULING A DATE

**STEP ONE:** Schools that regularly return to Wolf Ridge usually schedule a return during the corresponding time period of the following year. All other schools should, at their earliest convenience, contact Wolf Ridge to determine if and when a space is available. Once the confirmation form is signed, both Wolf Ridge and the school have responsibilities.

### STEP TWO:

Each school is required to complete a "Scheduling and Billing Information" form. This form must be received at Wolf Ridge no later than eight weeks prior to the reserved date.

### STEP THREE:

The Wolf Ridge scheduler will prepare a schedule based upon the information and program requests, and send it to the school no later than one month prior to the reserved date. The final schedule of activities requires shared attention to detail by the Wolf Ridge scheduler and the

school coordinator and is completed no less than two weeks prior to the scheduled visit.

### STEP FOUR:

While at Wolf Ridge, please confirm accuracy of all names on submitted roster. Completed Daily Meal Record Form (liaison will give it to you at arrival ) must be submitted to receive reduced free and reduced rates. Billing based on roster.

### STEP FIVE:

The final billing will be done the week following your departure from Wolf Ridge. All schools will be billed for a minimum of 15 persons. **Participants that are at Wolf Ridge part-time or split time are charged a rate of the total price divided by the number of days the group is at Wolf Ridge.** All bills must be paid in full upon receipt. Payment may be made upon departure with prior request.



## CHANGES AND CANCELLATIONS

Schools cancelling later than 120 days prior to the reserved date will be required to pay a percentage of the fee based upon the following schedule. The cancellation penalty will not be charged if Wolf Ridge is able to reschedule other groups of equal number.

### CANCELLATION PENALTY

30 day notice	50% of fee
31-60 day notice	40% of fee
61-90 day notice	30% of fee
91-120 day notice	20% of fee

## FUND RAISING

Wolf Ridge calendars are available to schools to help fund their trips. Details can be found on our web site under Teacher Resources or by calling Wolf Ridge

## ARRIVAL AND DEPARTURE TIMES

Weekday groups should schedule arrival for 11am-12pm. Friday arrivals should plan to arrive after 4:30 pm

You are welcome to stay for lunch on your day of departure. KP helpers are needed and will be occupied until 1:00 pm. Bag lunches are available, at no extra cost, if you wish to depart earlier.

## REQUIRED DOCUMENTS

- 1) A complete roster of all participants. (adults and students)
- 2) Names of Free and Reduced students.
- 3) Liability Release (adults and students)
- 4) Certificate of Insurance (one per school)

# SAMPLE SCHEDULE

## NOTE

The following sample schedule is for a school of 40 6th graders and adults. Schools requesting a particular or complicated schedule must detail all requests on the Schedule and Billing Form.

Central Lakescan						
Date:	February 26- March 2, 2007		Arrival & Welcome:	Monday, 3:30		
School:	#1		Dining Hall:	Fireplace Room		
Homeroom:	Dayroom B		Breakfast Time:	7:30		
Liaison:	Heather		Lunch Time:	12:00		
Start Time:	Monday-Thursday 5:15-6		Dinner Time:	5:00		
Days:	East B1-S		Departure Time:	Friday, 9		
Departure Day:	Saturday Dayroom B					
Registration:	@Lakescan are not allowed in the dorm at any time without adult supervision.					
	Morning Class 8:30-11:30 am	Afternoon Class 1:15-4:15 pm	Evening Activities 6:15-7:45 pm	7:00-7:45 pm	8:00-9:00 pm	9:00-10:00 pm
<b>Monday</b>			Rocks: Taylor's Falls			
Group A			[ ] Nat. Presentation			
Group B			[ ] Nat. Presentation			
<b>Tuesday</b>	Basin Servical	Frozen Lake Study	Night Hike	[ ] Nat. Presentation		
Group A			[ ] Nat. Presentation			
Group B	Frozen Lake Study	Birds	Rocks: Taylor's Falls			
<b>Wednesday</b>	Superior Sandstone	Asid Hain	Rock Climbing	[ ] Nat. Presentation		
Group A			[ ] Nat. Presentation			
Group B	Basin Servical	SkyView Adv. Ropes	[ ] Nat. Presentation			
<b>Thursday</b>	Birds	Trees and Keys	SkyView Adv. Ropes	[ ] Complete		
Group A			[ ] Complete			
Group B	Superior Sandstone	Asid Hain	Night Hike	[ ] Nat. Presentation		
Group B			[ ] Complete			
<b>Friday</b>						

**Please Note:**  
 Your liaison will be available to lead an evening activity OR a sample, but not both. All other evening activities are the responsibility of your staff (with the exception of Star Lab, the Evening Program, Astronomy, Rocks and Ropes.)  
 Your Wolf Ridge liaison will set up the evening kits in the assigned room and assist in complete set up. Your staff will be asked to clean up after the class. Lessons plans available.  
 [ ] Denotes evening classes led by the visiting group  
 [ ] Denotes evening classes taught by Wolf Ridge Staff  
 [ ] Denotes all-day class in the Forest Ecology Building

4 weeks prior to your visit you will receive a schedule based on the classes you chose on the Scheduling and Billing form.

## CLASS INSTRUCTION AT WOLF RIDGE

Daytime classes at Wolf Ridge are taught by Wolf Ridge instructors, unless a visiting teacher requests to teach. Wolf Ridge will provide one instructor for every 20 participants, including students and adults. We choose to limit our classes to twenty participants in order to provide quality instruction for all. Minimum class size is fourteen students. Daytime classes are scheduled from 8:30-11:30am and 1:15-4:15pm.

Evening activities, from 6:15-7:45 p.m., are managed by your adults. Wolf Ridge will also provide a liaison to help coordinate evening activities from 6-10pm. Your liaison is available to teach **one** evening activity, at your request. However, if your group is scheduled for an evening Rock Climbing, Ropes Course or Star Lab your liaison will be scheduled to teach that class. Lesson plans and equipment are provided by Wolf Ridge. Please request lesson plans prior to your arrival in order to help teachers and chaperones to prepare for their teaching responsibilities.

An evening Naturalist Presentation is provided from 8:00-8:45pm. The number of presentations is determined by the number of nights each group is in residence. Wolf Ridge staff will utilize slides, theatrics, and audience participation to highlight a specific piece of natural or cultural history.