

ONBOARDING TRAINING



MT. HOOD
MEADOWS
Your Mountain Home

RECAPS AND PAYROLL

- Instructor Wage Matrix
- Understanding your Paychecks
- Pay Period Information
- ADP
- Recap Coding
- Don't turn in Recap Late!
- Working in another Department

2017-18 Ski & Snowboard School Wage Matrix

PART TIME			FULL TIME		
Teaching Rates	Min	Max	Teaching Rates	Min	Max
Non-Cert	\$ 10.50		Non-Cert	\$ 13.50	
Level 1	\$ 11.50	\$ 12.97	Level 1	\$ 14.50	\$ 15.97
Level 2	\$ 13.21	\$ 14.62	Level 2	\$ 16.21	\$ 17.62
Level 3	\$ 14.85	\$ 17.28	Level 3	\$ 17.85	\$ 20.28
DCL / Multi Level 3	\$ 17.52	\$ 20.00	DCL / Multi Level 3	\$ 20.52	\$ 23.00
Non-Teaching Rate	\$ 10.50		Non-Teaching Rate	\$ 10.50	\$ 12.50

Extra Credentials add \$.50 to teaching wage. (Not to exceed high end of cert range. Your last Credential may not be a complete \$.50 due to the Max amount available) ; Specialist training, each level of Certification outside of primary discipline, Skiing/Riding or Teaching Module passed for next

Kids First Time & Novice Lesson Additional Pay

Instructors will earn an extra \$.50/hr on their teaching wage when teaching first time or novice kids group lessons through the CLC or kids camps.

Private lesson Commissions

Private commissions are paid in addition to base wage per hour for request privates only.

	First Student	Add on Student
Non-Cert	\$ 10.00	\$ 16.00
Level 1	\$ 13.00	\$ 16.00
Level 2	\$ 16.75	\$ 16.00
Level 3	\$ 20.00	\$ 16.00
DCL / Multi Level 3	\$ 23.25	\$ 16.00

Upgrade Commission

Instructors will earn an extra \$3 for a student in their morning class who upgrades to the afternoon lesson on the same day. Does not apply to private lessons.

PAY PERIOD INFORMATION

- Pay Period ends on Fridays
- Receive Checks on Thursday afternoon after 2 pm
 - Direct Deposit you get it Wednesday night at Midnight
- Checks are available for pick-up in the Daycare office from Thursday at 2 pm until Sunday at 3 pm
 - If checks are not picked up they will be mailed to address provided
- It is more convenient to get Direct Deposit or a Pay Card

ADP

- How to sign in to ADP:
 - Go to <https://paystatements.adp.com>
 - Click on “Register Now”
 - Enter the self service registration pass code: MtHoodMLTD-ADP
 - It will ask you if you want to sign up an account. Hit ‘YES’
 - Enter email, name, and SS#
 - Click Register Now, then follow prompts to create password
- From this log-in portal you can access past pay statements, W-2 forms and update your W4 anytime

ADP

- How to sign up for PAPERLESS pay stubs:
 - Once you have registered in ADP
 - In Available ADP Services click IPayStatements
 - You will be prompted to re-log in, click “Go Paperless”
 - Follow prompts to access statements online only



Supervisor Sig. _____
 Payroll Use Only Entry Date: _____ Initials: _____

PAYROLL RECAP

Incomplete or illegible recaps may delay processing

Employee Name (please print legibly) **Joe Skier** Work Day (circle one) **SA** Work Date (i.e. 12/26/2014) **12/3/18**

Payroll Code	Start Time	End Time	Total Time	Students	Level
1 FZL	8:00	8:45	.75		
2 ALB	8:45	9:00	.25		
3 ALB	9:45	10:00	.25		
4 AAL	10:00	12:00	2	4	GRN
5 KLB	12:30	12:45	.25		
6 FAKL	12:45	3:00	2.25	3	FT
7 PVQ	3:00	4:00	1	2	NOV
8					
9 COM				1	
10					
11					
12					

6 TOTAL HOURS



I attest that these are the times and hours I worked on the date listed above. **Joe Skier**

- COMMON PAYROLL CODES - (see back for ALL payroll codes and sample completed recap)**
- ALB – Adult Lineup/Labor
 - KLB – Kids Lineup/Labor/Funzone
 - PLB – Program Labor /Lineup
 - GRT – Greeting
 - MTA – Meeting/Training
 - AAL – Alpine Adult Lesson
 - AKL – Alpine Kids Lesson
 - APL – Alpine Program Lesson
 - PVQ – Private Request
 - PVT – Private Lesson
 - SAL – Snowboard Adult Lesson
 - SKL – Snowboard Kids Lesson
 - SPL – Snowboard Program Lesson
 - KTC – Kids Tech
 - TRN – Trainer

PAYROLL RECAP

SAMPLE: INSTRUCTOR COMPLETED RECAP

Payroll Code	Start Time	End Time	Total Time	Students	Level
1 ALB	9:45	10:00	.25	X	X
2 AAL	10:00	12:00	2.0	6	FT
3 AKL	12:45	3:00	2.25	5	GRN
4					
			4.5	TOTAL HOURS	

I attest that these are the times and hours I worked on the date listed above. **Joe Instructor**



ALL PAYROLL CODES

- Adult Lesson Codes**
 AAL Alpine Adult Lesson
 SAL Snowboard Adult Lesson
 ALB Adult Lineup/Labor
- Childrens Lesson Codes**
 AKL Alpine Kids Lesson
 SKL Snowboard Kids Lesson
 KLB Kid Lineup/Labor/Funzone
 KAT Kids Attendant
 KTC Kids Tech
- Program Lesson Codes**
 APL Alpine Program Lesson
 SPL Snowboard Program Lesson
 PAT Program Attendant
 PLB Program Labor
- Private Lesson Codes**
 PVT Private Lesson
 PRQ Private Request
- General Codes**
 MTA Meeting/Training
 TRN Trainer
 ADM Admin
 COM Upgrade
- Sales Codes**
 SLS Sales
 GRT Greeting
 RTC Rental Shop
- LEVELS - ADULT & CHILDREN**
 FT First Time
 GRN Green/Beginner
 BLU Blue/Intermediate
 BLK Black/Advanced
 FS Freestyle

IT'S PAY DAY!

Payroll checks are issued every two weeks on Friday afternoons and can be picked up in Daycare. If you are not participating in Direct Deposit please see Sue Overby (Ski School Lounge) or Lisa Cusick (Daycare Office) to get signed up.

PAYROLL FAQs

Who do I contact about payroll questions?
 Lisa Cusick (Day Care ext.1413), or Sue Overby (Ski School Lounge ext. 1276). Phone: (503) 337-2222

When do I complete a Recap? Everyday at the end of your shift before leaving the mountain.

Have a Payroll Error? Bring your copy of your payroll recap sheets for the pay period in question to Lisa or Sue.

I lost my check. Now what? Please see or call Lisa or Sue.

RECAP CODES

Lesson Codes		Labor Codes		Comission Codes		Cooper Spur Codes	
AKL	Alpine Kids Lesson	ALB	Adult Line-up/Labor	COM	Lesson Upgrade	CPVT	Cooper Spur Private Lesson
AAL	Alpine Adult Lesson	KLB	Kids Line-up/Labor	PVQ	Private Request	CPVQ	Cooper Spur Private Request
SKL	Snowboard Kids Lesson	PLB	Program Line-up/Labor	FAKL	FT/Novice Alpine Kids Lesson	CSAL	Cooper Spur Snowboard Lesson
SAL	Snowboard Adult Lesson	KTC	Kids Tech	FSKL	FT/Novice Snowboard Lesson	CAAL	Cooper Spur Alpine Lesson
APL	Alpine Program Lesson	GRT	Greeting	FAKC	FT/Novice Alpine Kids Camp	CSLB	Cooper Spur Labor
SPL	Snowboard Program Lesson	FZL	Funzone Labor	FSKC	FT/Novice Snowboard Kids Camp		
PVT	Assigned Private Lesson	MTA	Meeting				
		SLS	POS/Sales				
		RTC	Rentals Help				

SCHEDULES

- Creating
- Checking
- Calling In
- Commitment

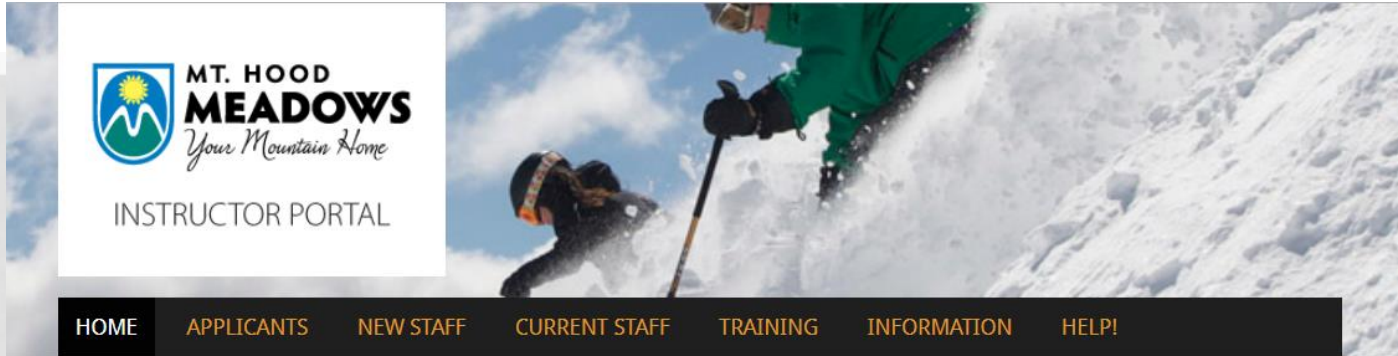


SCHEDULES

SUBMITTING YOUR SCHEDULE

- Go to MHM.SNOWPROPORTAL.COM to Submit your schedule
- Remember Training, Clinics, and Orientation do not count towards your commitment
- Once submitted, we will approve your schedule, or reply back to you to adjust the days
- A notification via email will be sent to you with the days you committed to work.

MHM.SNOWPROPORTAL.COM



HOME

APPLICANTS

NEW STAFF

CURRENT STAFF

TRAINING

INFORMATION

HELP!

New Instructors

[New Instructor Worksheet](#)

[Alpine Beginner Experience \(PDF\)](#)

[Snowboard Beginner Experience \(PDF\)](#)

[Ski & Snowboard School Teaching Manual](#)

You've been hired ... now what?

[Information on Next Steps](#)

[Watch the Company Orientation](#)

[Lesson Shadow Information](#)

[Lesson Shadow Form](#)

[Name Tag Request Form](#)

[Business Card Order Form](#)

[Public Searchable Profile Info](#)

Certification Info

[Level I Exam Info \(Alpine or Snowboard\)](#)

[Level I Synopsis \(Alpine or Snowboard\)](#)

[Alpine Level I Checklist](#)

[Alpine Level I Tasks](#)

Quick Links

[Upcoming Clinics & Training List](#)

[Clinic & Event Calendar View](#)

[Check Your Schedule](#)

[Schedule Submissions](#)

[Schedule Change Request](#)

[Call in Sick](#)

[SMS Alerts Signup](#)

[Forgot Your Password](#)

[Bus Schedule](#)

[Help Desk](#)

MHM Scholarships

Mt. Hood Meadows invests in your PSIA-AASI Education and Certification goals. We have a limited scholarship fund available to part time and full time instructors. Follow the links below for more information.

LOGIN

Username

tyler.barnes@skihood.com

Password

.....

Remember Me

LOGIN

[Forgot Password?](#)

WHEN AM I WORKING?

Check Your Schedule

GOING TO MISS A SHIFT?

Call in sick

MHM.SNOWPROPORTAL.COM

Instructor Quick Links

You did it! You are logged in!

Now you can do things like:

- [Edit your Account](#) if you want to change your password
- [Submit your Season Schedule](#)
- [Signup for SMS Alerts](#) related to Ski & Snowboard School Operations
- [Create or Edit Your Public Profile](#)
- [Sign up for Clinics](#)
- [Order Business Cards](#)
- [Post a message in the Forums](#)

Be sure to bookmark this page so you can easily get here and login in the future.

You must be logged in to access this page or content. Please try logging in.

MHM.SNOWPROPORTAL.COM

Calendar



USE THE ARROW ICONS TO GO FORWARD OR BACKWARD BY MONTH.

◀ TODAY ▶

MONTH WEEK

DECEMBER 2016

All Event Categories ▾

MON	TUE	WED	THU	FRI	SAT	SUN
28	29	30	1	2	3	4
	7p Portland MA	11a New Hire: Indoor S 6:30p Ski Tuning & Wa		9a Paperwork Training	8:15a New Hire On-Snow Session 1: Introductio	
5	6	7	8	9	10	11
8:15a New Hire On-Snow Session 2: Refining Y	7p Portland MA		10a Rehire: On-Snow C 1p Rehire: Connecting 1p Rehire: Just Good R 1p Rehire: Just Good S	9a Paperwork Training	8:15a New Hire On-Snow Session 2: Refining Y	10a Rehire: On-Snow C 10a Rehire: On-Snow C 1p Rehire: Connecting 1p Rehire: Just Good S
12	13	14	15	16	17	18
	8:30a PSIA-NW Tech S 9a Level 1 Exam Accred 7p Portland MA	9a Paperwork Training 7p Hood River MA	10a Rehire: On-Snow C 1p Rehire: Connecting 1p Rehire: Just Good R 1p Rehire: Just Good S	9a Level 1 Exam Accred	9a Paperwork Training 10a Rehire: On-Snow C 10a Rehire: On-Snow C 1p Freestyle Accreditati 1p Rehire: Just Good R 1p Rehire: Just Good S	10a Rehire: On-Snow C 10a Rehire: On-Snow C 1p Freestyle Accreditati 1p Rehire: Just Good R 1p Rehire: Just Good S
19	20	21	22	23	24	25
7p Portland MA						
26	27	28	29	30	31	1
7p Portland MA	7p Hood River MA					

MHM.SNOWPROPORTAL.COM



- #
- HOME
- APPLICANTS
- CURRENT STAFF
- CLINICS & TRAINING
- INFORMATION
- CONTACT

Alpine Instructor Schedule Submissions

ALPINE INSTRUCTOR (OR A SNOWBOARD INSTRUCTOR WHO ALSO TEACHES ALPINE) SCHEDULE SUBMISSION FORM

STEP 1 OF 7

0%

Your Name *

Tyler

First

Barnes

Last

Email *

tyler.barnes@skihood.com

Primary Phone *

Alternate Phone

NEXT

[Save and Continue Later](#)

CHECKING YOUR SCHEDULE

- You will be sent an email confirmation once you have submitted a schedule with all the dates you signed up to be available
- Check RTP and Instructor Portal to make sure the dates are correct.
- If there is a date wrong, please notify a Supervisor immediately

CHECKING YOUR SCHEDULE



[HOME](#) [APPLICANTS](#) [NEW STAFF](#) [CURRENT STAFF](#) [TRAINING](#) [INFORMATION](#) [HELP!](#)

Check Your Schedule

Just like on the Ski & Ride School instructor lounge computers, enter your employee number below to view your schedule. The best way to see your full assignment is to choose "Day" for the calendar view so you can see all the assignments for the day. Also if you are having any issues with this page you can also view your schedule at this URL directly: <https://mail.skihood.com/webadmin/>. And if you are really savvy you can bookmark this URL on your computer or phone: <https://mail.skihood.com/webadmin/instructor/index/12345> where the "12345" in the URL is your specific employee number.

[Home](#) [Logout](#)

Please enter Employee ID:

Lookup

MAKING A CHANGE TO YOUR SCHEDULE

- Please use the instructor portal to submit a schedule change request in Quick Links
- If you are calling in the day of use the “Call in Sick” link in quick links

Quick Links

[Upcoming Clinics & Training List](#)

[Clinic & Event Calendar View](#)

[Check Your Schedule](#)

[Schedule Submissions](#)

[Schedule Change Request](#)

[Call in Sick](#)

[SMS Alerts Signup](#)

[Forgot Your Password](#)

[Bus Schedule](#)

[Help Desk](#)

SCHEDULE COMMITMENTS

24 SHIFTS

Work 24 shifts throughout the season.
Earns Individual season pass for self and dependent pass/passes. (Children age 6 and under are free)*

18 SHIFTS

Work 18 shifts throughout the season.
Earns Individual season pass for self. May PURCHASE dependent pass/passes FOR \$100 each)*

FULL TIME

5 shifts per week. *Earns Individual season pass for self and dependent* pass/passes.*

****Dependent is defined as a spouse or child 18 years of age or under. Identification, proof of relationship and proof of age (for child) is required. Children age six and under are free.***

PAID ON-GOING TRAINING CLINICS

- 4 hours of additional paid training required for New Instructors hired this season
- Variety of topics (kids, Funzone, ski/ride improvement)
- You pick the dates / times
- Find them on the Instructor Portal
- Must signup in advance on the Instructor Portal for paid clinics
- Most voluntary clinics DO NOT require pre-signups

OBSERVATION & RIDE ALONG LESSON SHADOWS

- Show up at the Adult Lesson meeting area and let the supervisor know what shadow type you need
- Paid for both Observation and Ride Along Shadows
- 2 Observation shadows (1 Adults & 1 Kids)
- 2 Ride Along Shadows (1 Adults/ & 1 Kids)
- Training only days, orientation days, shadow days do not count towards your schedule commitment days, so please plan accordingly on your schedule

LOCKERS AND UNIFORMS

- 2 nametags
- Nametags go opposite the logo on the jacket
- Don't wear uniform home
- May wear PANTS while free riding on a scheduled day
- No uniform jacket while free riding
- If dirty or smelly, take to laundry (on your Friday)
 - 48 hours turn-around time

PROPER NAMETAG PLACEMENT





ADULT LESSONS

ADULTS LESSONS

NEED TO KNOW

- Meeting Times
 - 8:45 am Morning Huddle (Weekends & Holidays only)
- Line up times
 - Morning Line Up 9:45 am
 - Afternoon Line Up 12:45 pm
 - Evening Line Up 4:45 pm

PROGRAM LESSONS



PROGRAMS MEADOWS OFFERS

- SnoBlasters – elementary school aged kids
- Trailblazers – Middle school aged kids
- SnoKids – Pre-school aged kids
- High School and College - adults
- Evening programs – usually adults, Burton Chill, etc.
- Mid Week Adult
- Mid Week Educational – Elementary aged kids

SNOBLASTERS

- What is it?
 - 4 week program held on Saturday & Sundays in Jan, Feb and March
- Who is it for?
 - Elementary age kids – First Grade thru Fifth Grade
- Where do you go to for Line-Up
 - SnoBlaster Room – Located on 2nd level of North Lodge, just past Fresh Tracks
- Supervisor/Manager:
 - Jeremy Dirk– Ski & Snowboard School Program Supervisor

TRAILBLAZERS

- What is it?
 - 4 week program held on Saturday & Sundays in Jan, Feb and March
- Who is it for?
 - Middle School Age Kids
- Where do you go to for Line-Up
 - TrailBlazer Corral near Adult Line Up (outside of Rentals)
- Supervisor/Manager:
 - Doug Bender – Ski & Snowboard School Supervisor

SNOKIDS

- What is it?
 - 4 week program held on Tuesdays or Thursdays in Jan and Feb
- Who is it for?
 - Kids age 3-6 years-old
- Where do you go to for Line-Up
 - Daycare – Located on main level of South Lodge, near the elevators
- Supervisor/Manager:
 - Josey Rice & Julie Hollamon – Daycare Supervisor

ADULT MIDWEEK/ MID WEEK EDUCATIONAL

- What is it?
 - 4 or 5 week program held midweek in Jan & Feb
- Who is it for?
 - Adults, Seniors and School Age Kids
- Where do you go to for Line-Up
 - Corral near Adult Line Up (outside of Rentals)
- Supervisor/Manager:
 - Doug Bender – Ski & Snowboard School Supervisor

HIGH SCHOOL/ COLLEGE

- What is it?
 - 4 week program held on Saturday & Sundays in Jan & Feb
- Who is it for?
 - High School or College age Students
- Where do you go to for Line-Up
 - College: Corral near bottom of Stadium
 - High School mixed with Adult Line Up (outside of Rentals)
- Supervisor/Manager:
 - Doug Bender– Ski & Ride School Supervisor

NIGHT PROGRAMS

- What is it?
 - 4 or 8 week program held on evenings in Jan, Feb and March
- Who is it for?
 - Various Ages and Groups
- Where do you go to for Line-Up
 - Adult Line Up (outside of Rentals)
- Supervisor/Manager:
 - Joe Parker – Ski & Snowboard School Night Supervisor

HOLIDAY / SPRING BREAK CAMPS

- What is it?
 - 3 consecutive days during Xmas Break and OR & WA Spring Break
- Who is it for?
 - 4-14 year-olds
- Where do you go to for Line-Up
 - SnoBlaster Room – Located on 2nd level of North Lodge, just past Fresh Tracks
- Supervisor/Manager:
 - Jeremy Dirk– Program Supervisor

OTHER DUTIES

- During Program Days we may ask you to help:
 - Greeter
 - Boot Fitter in Rental Shop
 - Check-in at CLC
 - Run Kid's Gear to the Lesson Meeting Areas
 - Tech Skis/Boards – Only if Tech Certified
 - Be a Table Lead at SnoBlasters
 - Fun Zone Setup or Tear Down



**CHILDREN'S LEARNING
CENTER (CLC)**

CLC LESSONS

NEED TO KNOW

- Vests
- Color Coding
- Rules
- Reading Ability Level Sheet
- Rules for Parents (No pick up on Snow, wristbands etc)
- Meeting Times
- Allergies
- Other Duties – boot fitting, check in, running, teching, table leads, moving skis

VESTS

Kinderlift Vests – Ages 4-6



Racing Vests – Ages 7-14



COLOR CODING

- All Ability Levels are color coded with vests as well as tape on Skis or Snowboard
 - **Red** – First Time
 - *I am brand new to the sport, or it has been more than one year with only one lesson prior*
 - **Orange** – Novice
 - *I've taken a lesson before, but I am still working on stopping and turning*
 - **Green** – Green
 - *I can turn both directions and stop every time I try. I am now ready to ride the chairlift*
 - **Yellow** – Green/Blue
 - *I can ride/ski comfortably on all green terrain and am ready to try easy blues. Working on getting out of wedge, can make short closed turns*
 - **Blue** – Blue
 - *I can ski/ride comfortably on all blue terrain*
 - **Black** – Blue/Black & Black
 - *I can ski/ride on easy black runs and up*

RULES OF THE CLC

- Rule 1: Parents are not allowed to pick up their children on the Snow.
 - *They MUST walk into the front of CLC (where they dropped them off) and sign them out*
 - *They may not follow the class down the back stairs*
- Rule 2: Parents cannot pick up their child early from the lesson
 - *It is disruptive to the other kids in the lesson and makes them have a shorter lesson*
- Rule 3: Only parents with a Wristband are allowed to be in the back of the CLC
 - *Any parent without a wristband needs to be checked by the front desk*

UNDERSTANDING THE ROSTER

CLC Roster 3-22-14 ☆ 🗑️

File Edit View Insert Format Data Tools Add-ons Help

\$ % .0_ .00 123 Arial 14 B I U A 🗑️ 📄 📅 📁 📂 📃 📄 📅 📁 📂 📃 📄

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	SKI (AM)												
													3/21/2014
2		1st-Time 4-6	AFPT	Age	1st-Time 7-12	AFPT	Age	Novice 4-6	AFPT	Age	Novice 7-12	AFPT	Age
3	1	Paley A	FD	6	Natalie C	AM	7	Jeremiah R	FD	4	Miabelle M	FD	10
4	2	Gavin S	AM	5	Corinne C	AM	10	Lorelei M	FD	6	Hanna H	AM	9
5	3	Andy M	FD	4	Kensington S	FD	10	Theo F	FD	5	Amelia J	AM	10
6	4	Ben A	FD	5	Alan M	FD	9	Yooeun K	FD	6	Margot J	AM	12
7	5							Sarah L	FD	5			
8	6							Lauren C	FD	4			
9	7							Zoe J	am	6			
10	8							Malia M	Am	6			
11	9							Lucas B	FD	4			
12	10							Graydon	DC	4			
13	11							Nate B	FD	4			
14	12							Torsten H	Am	6			
15	13							Ansley B	AM	4			
16	14							Eli K	AM	6			
17	15							Nina L	FD	4			
18	16							Dylan W	AM	6			
19	17												
20	18												
21	19												
22	20												
23	Inst	Stephen H		Inst	Robert B		Inst	Waylon B	3	Inst	David A		
24	Inst	G.G.		Inst			Inst	Brooks	3	Inst			
25	Inst			Inst			Inst	Kevin R	3	Inst			
26	Inst			Inst			Inst	Lucas K	3	Inst			
27	Inst			Inst			Inst	Reed H	3	Inst			
28	Inst			Inst			Inst	Ann M	1	Inst			

CLASS CARDS



Children's Class Card

DESTINATION
(CHAIRLIFTS/RUNS)

Ballroom/BC

Instructor Name

Lesson Date

Ability Level

Discipline (circle one)

Session (circle one)

Time Out

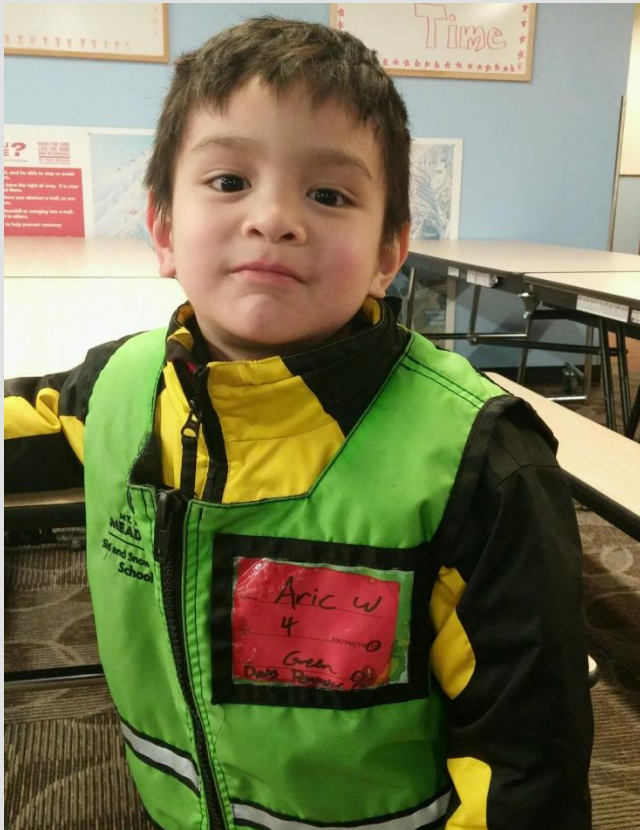
Time In

Joe Skier		12/1/16		GRN	<input checked="" type="radio"/> SKI	<input type="radio"/> RIDE	<input checked="" type="radio"/> AM	<input type="radio"/> PM	<input type="radio"/> TW	10:00	12:00
	Student Name	Helmet	Coat	Pants	Age	HD/FD	Allergies or Special Needs				
1	John H	BLU	RED	BLK	7	HD	Vegetarian				
2											
3											
4											
5											
6											
7											
8											
9											
10											

MEETING TIMES

- Meeting Times
 - 8:45 am Morning Huddle
- Line up times
 - Morning Line Up 9:30 am
 - Afternoon Line Up 12:30 pm
 - Eating with your kids at lunch (paid time)
 - Twilight Line Up 4:15 pm (Winter Holiday/Saturdays & Sundays Only)
- Supervisor/Manager
 - Hallie Fall – Ski & Snowboard School CLC Supervisor
 - Office located in Daycare Office

ALLERGIES



- Child will have a Red nametag
- Allergy will be written on the nametag
- Child will also be wearing a Red Wristband
- Add Allergy to your Class card for your records

OTHER DUTIES

- During Weekends and Holiday Periods we may ask you to help:
 - Greeting
 - Boot Fit
 - Check-in
 - Shovel out the Stairs
 - Run Kid's Gear upstairs to the Corral
 - Tech Skis/Boards – Only if Tech Certified
 - Be a Table Lead

DAYCARE LESSONS



DAYCARE LESSONS

NEED TO KNOW

- 3 year-olds vs. 4 year-olds
- Where to go?
- How long is the lesson?
- How do I return them?

3 YEAR-OLD DAYCARE LESSON

- Where to go:
 - You will take your gear and go to the Daycare to pick up the child.
- How Long is the Lesson:
 - 1 hour
- Where do I return them:
 - Right back where you got them
 - DON'T FORGET TO FILL OUT A REPORT CARD

4 YEAR-OLD DAYCARE LESSON

- Where to Go:
 - The Daycare Staff will bring the child over from the Daycare
- How Long is the Lesson:
 - 2 hour lesson that joins the existing lesson (it could be any ability level)
- Where do I return them:
 - Make sure you have all their gear (skis, boots, helmet, gloves, coat, goggles, REPORT CARD, etc) and return them through the Daycare Door at bottom of the stairs

DAYCARE VESTS



HANG IN THERE



IT WILL BE OVER SOON

WHO'S MY BOSS? (WE ALL ARE)



Chris Kastner

Snow Sports Services Director

chris.kastner@skihood.com

ext. 1418

Office is located in the south lodge, breezeway level, first door on your right as you enter the south lodge.

Responsibilities: Directs all Ski & Ride School, Rentals, and Events & Competitions operations.



Mark Fischer

Ski & Snowboard School Manager

mark.fischer@skihood.com

ext. 1288

Office is located in the Ski & Snowboard School lounge at the basement level of the North Lodge.

Responsibilities: Manages Ski & Ride School operations.

MANAGER/SUPERVISOR CONTACT



Tyler Barnes

Ski & Snowboard School Training Manager

tyler.barnes@skihood.com

Ext. 1276

Office is located in the Ski & Snowboard School lounge at the basement level of the North Lodge.

Responsibilities: Manages all aspects of instructor training and assists other Ski & Ride School managers with daily operations.



Josey Rice

Ski & Snowboard School Assistant Manager

Josey.Rice@skihood.com

Ext. 1359

Office is located in the Day Care Center on the breezeway level of the South Lodge.

Responsibilities: Manages Ski & Ride School operations.

MANAGER/SUPERVISOR CONTACT



Hallie Fall

Ski & Snowboard School CLC Supervisor

Hallie.Fall@skihood.com

Ext. 1417

Hallie can usually be found in the Children's Learning Center in the South Lodge.

Responsibilities: Supervises primarily in the CLC and assists with daily operations.



Jillianne Wagner

Snow Sports Services Administrator

Jillianne.Wagner@skihood.com

Ext. 1370

Office is located in the Day Care Center lobby, ground level of the South Lodge.

Responsibilities: Primary contact for all payroll issues

SUPERVISOR/MANAGER CONTACT



Jeremy Dirk

Ski & Snowboard School Program Supervisor

Jeremy.Dirk@skihood.com

Ext. 1341

Office is located in the Ski & Snowboard School lounge at the basement level of the North Lodge.

Responsibilities: Supervises Ski & Ride School Program operations.



Lisa Cusick-Cordie

Snow Sports Service Manager / Daycare Director

lisa.cusick@skihood.com

Ext. 1413

Office is located in the Day Care Center on the breezeway level of the South Lodge.

Responsibilities: Manages all aspects of Guest Services and assists in managing areas in Snow Sports Services; Director of Daycare.

SUPERVISOR/MANAGER CONTACT



Doug Bender

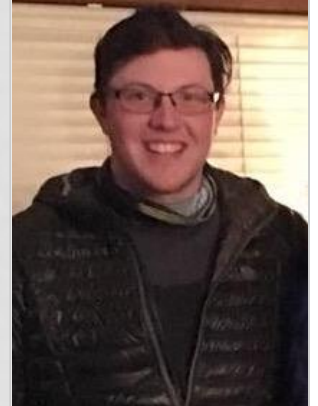
Ski & Snowboard School Supervisor

Jeremy.Dirk@skihood.com

Ext. 1341

Office is located in the Ski & Snowboard School lounge at the basement level of the North Lodge.

Responsibilities: Supervises Ski & Ride School Program operations.



Cayce Pitts

Ski & Snowboard School Supervisor

Jeremy.Dirk@skihood.com

Ext. 1341

Office is located in the Ski & Snowboard School lounge at the basement level of the North Lodge.

Responsibilities: Supervises Ski & Ride School Program operations.

SAFETY SCHOOL

- Incident Reports
- Near Miss Reports
- Supervisor Reports
- Mandatory Reporting



INCIDENT REPORTS

- When would I fill one out?
 - If a STUDENT in your class gets hurt (even if Patrol doesn't get called, or they determine no injury)
 - Make sure to fill it out the day of injury, fully and correctly (write N/A in any area if it doesn't pertain to the injury)
 - Remember to sign it
 - Turn it in to a Supervisor or Manager
 - Blank Copies are located along the wall in the Lounge

NEAR MISS REPORTS

- When would I fill one out?
 - If there is any time that YOU almost get hurt or 'pucker' while working (could be on or off the snow)
 - It will be the same form as the Supervisor Report, just check the box that says 'Near Miss'
 - Make sure to fill it out the day of incident, fully and correctly
 - Remember to sign it
 - Turn it in to a Supervisor or Manager
 - Blank Copies are located along the wall in the Lounge

SUPERVISOR REPORTS

- When would I fill one out?
 - If YOU have an injury while working (on or off the snow)
 - Even if it's a paper cut, please make sure to fill one out anyway because it could get infected.
 - You **MUST** alert a Supervisor or Manager and fill one out together before the end of the day the incident occurred.
 - Must fill out completely and sign it.

MANDATORY REPORTING

- What is Mandatory Reporting?
 - *Mandatory Reporters are persons who, as a result of their profession, are required by law to report abuse and neglect when there is “reasonable cause”*
- In 2013, House Bill 4016, also known as the Penn State Bill passed. This bill added employees of organization providing child-related services or activities to the State of Oregon’s current list of Mandatory Reporters. ***This included coaching staff, child athlete trainers, and individual who provide guidance, instruction or training in youth development activities***

MANDATORY REPORTING

- How Does this Affect You?
 - Mandatory Reporting is a State Law
 - Consequences of not reporting:
 - *A failure to report is a Class A criminal violation of the law and carries a maximum penalty of \$2,000.*
 - *When Mandatory Reporters do not report – they can also be sued in civil court for damages*
- Benefits of Reporting
 - *Anyone who makes a report in good faith has immunity from any criminal or civil liability. Including any judicial proceeding*
 - *Reports are confidential, except under court order*

MANDATORY REPORTING

- What is your Reporting Obligation?
 - At Work or on Personal Time (*this means off the Mountain as well*)
 - Report should be immediate and verbal to:
 - *Law Enforcement, Child Welfare Services, or Statewide Hotline*
- Abuse could be Physical, Exposure to Violence, Neglect, Sexual Abuse, Mental Injury, Threatened to Harm, Exposure to a Controlled Substance
 - *“Abuse” does not include reasonable discipline unless the discipline results in one of the conditions described above*

MANDATORY REPORTING

- How do I Report?
 - **DO NOT investigate. Only report what you know.**
- Child Abuse Reporting Hotline: (971) 673-7112
 - **Oregon** 1-855-503-SAFE (7233)
 - **Washington** 1-866-END HARM (363-4276)
- Report should include the Facts:
 - Disclosure statements
 - Physical findings
 - Explanations given for findings
 - Names – child, parents, perpetrator – if known
 - Addresses – if known

MANDATORY REPORTING

- What if the abuse happened a long time ago?
 - *You should still report it. The abuser may have access to other children and there is no statute of limitations on the reporting of child abuse.*
- Is it my job to prove the abuse occurred?
 - *Your report is a request for a further safety assessment to be made.*
 - *The law clearly states you must report any time you have reasonable cause to believe a child has been abused.*

QUESTIONS? ASK US. ASK YOUR
FELLOW INSTRUCTORS

ASK QUESTIONS!

A cartoon illustration of Homer Simpson from the TV show 'The Simpsons'. He is depicted from the chest up, wearing a light blue dress shirt and a pink and white striped tie. He has a neutral, slightly smiling expression and is looking towards the right. He is holding a clipboard with a pen in his right hand. The background is a library with wooden bookshelves filled with books of various colors (red, blue, green, purple).

**CAN YOU REPEAT THE PART OF THE STUFF
WHERE YOU SAID ALL ABOUT THE THINGS?**

HUMAN RESOURCES / EMPLOYEE SERVICES

- I-9 Confirmation
- Background Checks
- Company Orientation Video
- W-4's
- What they do for us
- When to go see them
- Employee Store

PAS REFUNDS

- I already bought a season pass, now what?
 - Human Resources takes care of all refunds
 - **100 % refund until 2/1**
 - 75% refund until 3/1
 - 0% refund after 4/1
 - Takes up to 3 weeks to process

EMPLOYEE PASS

- Picture in HR
- Can pick up after:
 - schedule is submitted and approved,
 - orientation video is watched
 - all paperwork is turned in and complete
- May get a day ticket to work from HR if all tasks and paperwork are not yet completed

LUNCH BREAK!

- Meet at 12:45pm in adult lineup for your first lesson shadow





**MT. HOOD
MEADOWS**

Your Mountain Home
1968 - 2018