



Wisconsin DNR ATV and Snow Safety Courses at Affinity Health System Fall and Winter 2009 - 2010

Thank you for pre-registering for the Wisconsin DNR Combined ATV and Snowmobile safety course. Nurse Direct sent you a confirmation letter with the dates, times and location of the classes that you pre-registered for

IMPORTANT - All WI Recreational Safety Students are required to obtain a WI DNR Customer ID Number before the start of any Recreational Safety Class and will also be required to provide that WI DNR Customer ID Number along with students personal information to the instructor on the first day of class. You can obtain a WI DNR Customer ID Number 7AM to 10PM by calling the WI DNR Customer Service at 1-888-936-7463.

Please arrive approximately 20 minutes early on the first day of class to complete the registration paperwork.

The fee for the course is **\$10.00** and will be collected during registration on first day. Please bring the exact course fee in cash There will be no refunds of the course fee (**Note: The Combined ATV and Snowmobile course is \$20.00**)

Participants are expected to arrive early and be ready to start class promptly. Participants must attend all class sessions. Missing just one class will result in failure of the class because the minimum hours requirement will not be met. Participants should bring a notebook, pencils, pens and the Wisconsin DNR safety book to each class.

ATV and Snowmobile student manuals and registration paperwork will be handed out on the first night of class. Participants are responsible for completely reading the handbook and answering the review questions at the end of each chapter or at the end the book prior to the end of class. All parts of the book will not be covered in class due to time restraints. These are very short classes and you will need to read the material before the class ends to receive the most out of the class. The final tests will be on material from the book and information from the class presentations. You will need to read the books to pass the tests. Participants must pass the final exam with at least 75% to receive a certificate from the Wisconsin DNR.

The first day of class we ask that a parent or guardian accompany the students to sign the registration forms giving permission for children under 18 to attend class and provide the WI DNR Customer ID Number along with students personal information. Parents or guardians may leave after the registration process is complete. Parents will not need to attend the first night of class if the all the paperwork is signed prior to the start of class.

Parents and guardians are also welcome to take the class. This class is open for all ages over 11 years old. Adults may be able to receive a discount on ATV or snowmobile insurance by completing this course. Contact your insurance company for details.

Participants or Parents (if participant is under 18) should contact the instructor by email at CRYDEN@affinityhealth.org or at 223-2256 at least 2 weeks prior to the start of class if the student has a disability or special needs needing attention. All Affinity Health System classrooms are handicap accessible.

If you are unable to attend the class, please cancel through Nurse Direct so that someone on the waiting list may attend.

The November 2009 Combined ATV and Snowmobile class will have an ATV Riding course on Saturday November 7, 2009. Participants must bring their own ATV for use in the ATV Safety Riding course. Participants may bring their own ATV as long it the ATV meets the riders' age requirements and the student is able to safely operate the ATV. The Wisconsin DNR does provide either two 90cc Polaris ATV's for kids to use if they do not have one. Adults should bring their own ATV to use for the course. Adult ATV's will not be provided. More information will be available on the first night of class.

Please contact me via email at CRYDEN@affinityhealth.org or at 223-2256 if you have any questions regarding the course.

Sincerely,
Chris Ryden
DNR Certified Boating, ATV and Snowmobile Safety Lead Instructor
Affinity Health System Safety and Security

Boating, ATV and Snowmobile Safety Class Rules and Policy

Name _____ Date of Birth _____ Age _____
Last First Middle
Address _____ Home Phone (____) _____
City State Zip

- 1. NEW - All WI Recreational Safety Students are required to obtain a WI DNR Customer ID Number before the start of any Recreational Safety Class and will also be required to provide that WI DNR Customer ID Number along with students personal information to the instructor on the first day of class.**
You can obtain a WI DNR Customer ID Number 7AM to 10PM by calling the WI DNR Customer Service at 1-888-936-7463
2. Instructors are all VOLUNTEER Although Affinity Health System sponsors these classes, Instructors volunteer their time to teach these classes Please treat them with respect
3. Pre-registration is required by contacting Nurse Direct at 1-800-362-9900. Class size will be determined by the instructors and limited by space, available resources and the number of instructors The instructor is the ultimate authority in class
4. Course fees all DNR Safety classes are \$10.00 Please bring \$10.00 exact cash to the first session of class Checks will not be accepted. No refunds of the class fees will be given for any reasons (Note: The Combined ATV and Snowmobile course is \$20.00)
5. Workbooks on the first night of class The workbook needs to be read completely. Chapter summaries (located at the end of each chapter or at the end of the book) must be accurately completed prior to the last day of class Participants should expect their workbooks to be collected and checked for accuracy
- 6. A parent or legal guardian must attend the first day of class to sign the student registration card, class forms and give consent.**
7. Parents or participants should contact the instructor (223-2256) at least 2 weeks prior to the start of class if a participant would need special accommodations All Affinity Health System classrooms are handicap accessible
- 8. Attendance is mandatory at all sessions.** If a student is aware of their inability to make a class or prior knowledge of tardiness, they should notify instructors ahead of time Participants may not pass the course if ANY class time is missed The DNR requires participants complete a minimum number of hours for each course. Contact the instructor with questions or concerns
- 9. Participants are required to pass a written exam with at least a 75%.** Participants may bring an assistant on the test day to help read the test if needed Instructors may be able to assist if needed depending on instructor available
10. Participants will receive a temporary certificate immediately after passing the written test and field day (if applicable) The permanent card will be mailed in 4 to 8 weeks to the address listed on the registration card Please contact the instructor if the permanent card is not received after 8 weeks
11. Participants need to be prepared for each class A notebook, pencils, pens and the student workbook and folder are needed for each class Participants are expected to be in their seats and ready to begin at the start of the class. A Participant who missed roll call is responsible to make sure that his/her name is on the daily sign in sheet so that credit is given for attending Short breaks will be given during the class time Participants should use the time wisely and return to class promptly Vending machines are available
12. Talking is not allowed when the instructor is talking. Participants must stay awake during class Disruptive participants will be asked to sit in the front row of class Parents will be notified (if under 18) Participants with repeat offenses will be asked to leave the course. The participant will not pass the course if asked to leave Any student who is disruptive or insubordinate will have the class rules re-explained and their parents notified A third violation will result in the student being dropped from the class. Participants found cheating or disruptive during the tests will be expelled immediately Any visitors attending class should notify the instructors prior to class Visitors will follow the same rules as participants
13. The classroom will be left as clean as or cleaner than when the participants arrived Garbage should be put in the appropriate recycling containers
14. All pagers and cell phones will need to be silenced or set to vibrate during class Text messaging is not allowed during the class.
15. Smoking and drug use of any kind will not be tolerated prior, during or after class All Affinity Health System building and grounds are SMOKE FREE Affinity Health System Security will be contacted for anyone in violation of this policy
16. Knives and other weapons are not allowed in the class or on Affinity property Affinity Health System has a zero tolerance policy of violence Security will be contacted and appropriate actions will be taken
17. If you would have a question regarding if a class has been cancelled or postponed, please call 920-223-2256 on the day of the class an the message will indicate if the class is cancelled You may also check www.ahssafety.blogspot.com for a notice on the main page indicating if a class has been cancelled Cancelled classes will be made up at the first available dates and time

I have read, understand and agree to follow the guidelines and rules listed above.

Participant Signature _____

Parent Signature _____
(If participant is under 18 years of age)

Date _____

Revised 9-27-09

PLEASE BRING THIS FORM TO THE FIRST DAY OF CLASS.