

Old McDonald's Farm

Thank you for booking a program with the Edmonton Valley Zoo! This package is intended to provide you with additional information about your program and our facility, and answer some frequently asked questions.

For any booking questions, modifications, or cancellations, please contact our booking office directly:

Phone **780-442-1442**
Email **cmsschoolbookings@edmonton.ca**



Field Trip Preparation

Adult Supervisors

Adult supervisors are required to attend with your group in accordance with the following ratios:

- Ages 3-4 yrs: 1 adult per 3 children
- Ages 5-12 yrs: 1 adult per 5 children
- Ages 13-18 yrs: 1 adult per 10 children

These adults are included in your program fees. If you are unable to find the required number of adult supervisors for your group, please notify us.

Please inform adult supervisors that they may be asked to help out with group activities and that they are there to supervise the group. With young children, it is helpful to have your students arranged into smaller groups assigned to a parent helper leader before the program begins. You and your adult helpers' encouragement and active participation in all activities will help to make this learning experience a truly positive one for your students!

Group Size

In order to ensure program quality, the maximum number of **children** permitted in a program is 30. The maximum number of **people (including adult supervisors)** permitted in a program is 40. Groups exceeding 30 children or 40 people must book an additional program.

If a group arrives that exceeds a total of 30 children and/or 40 people, additional parents and children/siblings will be asked to pay facility admission fees and tour the facility on their own. Additional participants can re-join the group after the registered program ends.

To ensure a high quality program, we recommend that all children participating in a program be within the age range advertised for the program.

Additional adults and/or children exceeding the maximum group size or supervisory ratio cannot take part in the program, but can pay regular admission and tour the Zoo on their own (only during the Zoo's regular hours of operation). The additional individuals can rejoin your group once the guided program is over.

Clothing

Please prepare your students to spend time outdoors; advise them to dress appropriately for the weather. A portion of the program will be conducted outdoors. Your interpreter may allow for more indoor time during inclement weather.

Nametags

Please have your students wear name tags; this helps your interpreter acknowledge students by name.

Special Needs

To help us deliver the best program we can for your particular group, please inform your interpreter about students with special needs in advance of the program. These special needs may include:

- Learning Disabilities
- Physical Disabilities, including mobility issues
- Medical Concerns, including allergies
- Behavioural Issues

Program content and activity locations can be changed to include students with special needs.

**Please advise your interpreter of any allergies your students have or indicate any allergy concerns at the time of bookings. The Zoo is not a nut-free or fragrance-free facility, as many animals eat seeds and nuts as part of their diet, and receive daily enrichments that may include scents (including extracts and spices). Common allergens encountered at the zoo include fur, feathers, dust, pollen, straw, and hay.*

Before You Arrive at the Zoo

It is a good idea to go over some basic ground rules and expectations for behaviour for the field trip, such as:

1. Keep with the group at all times (sometimes a buddy system or dividing the kids into small groups with an adult leader for each is helpful).
2. Keep fingers out of the enclosures and do not climb on the fences. Sometimes the animal may not know the difference between a yummy snack and someone's fingers.
3. When indoors, use inside voices.
4. While walking around the zoo, stay on the trails and pathways. Obey boundaries set up by your interpreter for program activities and games.
5. Treat all animals and artifacts with respect. For example, do not bang on enclosure windows, and don't touch the animals unless your interpreter or zookeeper says it's okay. There may be some chances for encounters and touching animals but let the leader tell you when it is an appropriate time for that.
6. Anything else you think may be necessary to ensure appropriate behaviour from your class. The interpreter will review these rules at the start of the program and add anything s/he thinks is necessary

Facility Guidelines

What to Bring

1) Appropriate Clothing and Footwear

It is important to dress for hot sunny weather (hat, sunscreen, bug spray) as well as cold or wet weather (jacket, extra sweater, raincoat, hat, mitts, snow boots, and appropriate footwear). For hot sunny days, we also recommend that each participant brings a refillable water bottle.

For your group's safety and comfort while walking around the zoo, we recommend comfortable, closed-toed footwear. *This is especially important for the behind-the-scenes portions of the program.*

2) Classroom or Group Activity Sheets/Workbooks

You are welcome to bring any worksheets or notebooks for students to fill out during your program. Please let your interpreter know in advance if you would like him/her to include any information specific to these worksheet activities during your program.

3) Are You Staying For Lunch?

There are a number of outdoor grassy and picnic areas within the Zoo that can be used for lunch. All of these public locations are first-come, first-serve. Please ask your interpreter for suggested lunch locations when s/he calls to confirm your program, or at the end of your program.

There are no indoor classroom spaces for eating lunches or for storing personal items (i.e., backpacks) before/during/after your program.

We recommend that each participant carries his/her own lunch, snacks, and water bottle with him/her in a backpack at all times. The Zoo is not responsible for lost or missing items that are left unattended. Groups are responsible for cleaning up after themselves, ensuring that all garbage and recyclable containers are deposited in the correct bins (garbage bins or blue recycling bins).

4) Evening Programs

There is minimal lighting at the Zoo once the sun has set. Please refer to the ***Evening / After-Hours Programs*** section below for additional information. You may wish to have members of your group bring their own flashlights during the fall/winter/spring.

Please Leave These Items At Home

For health and safety considerations of both humans and animals, we ask that you do not bring into the Zoo:

- Balloons and kites
- Sparklers and other fireworks
- Pets or other animals*
- Your own BBQs or indoor grills (for preparing food on-site)
- Your own fruits, vegetables, and other food items to donate to the Zoo for the animals or for feeding the animals
- Bicycles, children's scooters, or inline skates (for use and/or lock-up)

*Service dogs that are accompanying persons with disabilities are permitted. Please be prepared to present your documentation for your service dog to the cashiers at the front gate. Service dogs without appropriate certification will not be permitted to enter the Zoo.

Interpreter Contact

The interpreter leading your program will contact you at least 48 hours prior to your field trip to confirm details with you. If you have booked multiple classes/groups to visit together, only the teacher listed as the primary contact will be contacted. If you have not heard from your interpreter and have questions about your program, please call the program coordinator at 780-944-0642.

Please note: the interpreter will leave a message if they are unable to reach you. If you wish to leave an alternate phone or cell phone number where you can be reached during the daytime or evening, please ask a booking agent to include this number as a “note for the interpreter”.

Payment & Cancellation Procedures

Payment

- The amount owing is shown on your program confirmation. Payment is required prior to the program.
- Invoices are mailed out by the City on the first of the month. As you are required to pay your invoice prior to your program, you will receive your invoice before your program runs. For example, for a June booking, you will be mailed your invoice May 1.
- Payment can be made by cash, cheque, Visa, MasterCard and American Express. Please have cheques made payable to The City of Edmonton, and write your booking confirmation numbers on your cheques.
- Payment can be made at the facility, by calling 311, or by mail to Community Services Payment Processing, PO Box 2359, 14th Floor CN, Edmonton AB, T5J 2R7

Program Cancellation

- You are required to provide written notice of cancellation of your program(s) via email at cmsschoolbookings@edmonton.ca.
- If a program is cancelled and is not rescheduled within the same school year at the time of cancellation, a fee of 50% of the cost of the program will be charged.
- The cancellation fee will not be waived if notice of cancellation/rescheduling is given less than 2 weeks of the scheduled program.
- The full program fee will be charged if less than 48 hours notice is given for cancellations or rescheduling.
- Programs run rain or shine. In the event of poor weather, you must call 780-442-1442 or email cmsschoolbookings@edmonton.ca if you are not coming. If you cancel due to weather conditions:
 - you will not be charged for re-scheduling in the same school year, OR
 - you will be charged 50% of the program cost per class if the program is **not** rescheduled

Arrival Procedures

Your interpreter will be ready and waiting for your group just outside the zoo gates, where the buses pull up. If s/he is not there, s/he will be promptly. Unless you have made other arrangements with the interpreter, it is best to have your group wait outside the gates and have the interpreter find you, rather than have your group wander around trying to find the interpreter!

If you will be arriving at the zoo and doing a self-guided tour of the zoo prior to your program start time, please arrange to meet your interpreter at the main entrance gate at the program start time.

Your program may begin/end outside of our facility's regular operating hours. Please visit our website at edmonton.ca/valleyzoo to check our most up-to-date hours of operation.

If your program begins outside of our regular hours, the facility doors will be locked upon your arrival. Please do not be alarmed; wait at the front gate, and your interpreter will let you in! Please advise any parents picking up their children after-hours that they will need to wait until the program end time. The facility will be locked to the public for the duration of the program.

Evening / After-Hours Programs

There is minimal lighting within the Zoo grounds, and that during the fall, winter, and early spring, some animals in outdoor enclosures will be considerably less visible at night. Participants are welcome and encouraged to bring their own flashlights that can be used for outdoor activities during an evening program.

Ensure that all members of your group arrive a little early or on time, since your interpreter will need to lock the gate once your group is inside the Zoo. If you are anticipating any late arrivals, please inform your interpreter so that s/he can wait until all members of the group have arrived, at which time the program can begin. Alternately, we recommend providing members of the group with your personal cell phone number, so that they can call you upon their arrival at the Zoo. Your group can then head to the front gate to meet them.

No member of your group can wander around the zoo on their own after-hours. Your group must stay together with your interpreter.

At the end of your program, your interpreter will lead you back to the main plaza where there is an after-hours exit. Members of your group cannot remain in the facility after the program end time. If members of your group are being picked up by parents after the program, please let parents know in advance that the gate will be locked, and that they will need to wait at the front gate for the group to exit the zoo.



Program Information

Old Macdonald's Farm (Ages 4-6)

Find out what's wild and what's not at the Edmonton Valley Zoo this spring and summer. Discover the differences between domestic and wild animals as we visit animals from around the world. We'll also encounter farm animals such as chickens and rabbits, and meet some animals that are domesticated in other countries such as alpacas and elephants.

Through a combination of information and hands-on activities, this program provides young children with a general introduction to and discussions about the similarities and differences between domesticated and wild animals, both local and exotic.

This program is offered Mid-May through August.

Program Objectives

1. Introduce students to domestic animals, including common farm animals and more exotic domestic animals.
2. Improve student attitudes towards animals and dispel popular misconceptions by providing the opportunity for a hands-on experience with live animals.
3. Discuss why we need farms, how farms influence us, and how domestic (farm) animals are different from wild animals.

Curriculum Links

Edmonton Valley Zoo Group Programs can be customized to emphasize certain curriculum topics. Please inform your interpreter of any specific requests you may have when he or she contacts you to confirm the details of your program. Alternatively, you can contact the program coordinator at 780-944-0642.

Program Activities

This program includes activities that occur both indoors and outdoors. The program will include a visit to the Children's Zoo. Other activities may include: a guided visit to see some of our indoor and outdoor zoo animals, including examples of wild and domesticated animals found locally and in other countries; a few hands-on encounters with some of our smaller zoo animals*; touching/handling of animal artifacts; and interpreter-led discussions about the features of wild and domestic animals. When your interpreter calls to confirm your program, please inquire about activities that may be

included during your program. We cannot guarantee any encounters with specific animals, as this is dependent on animals' health on the day of your program.

**Please let your interpreter know in advance, or at the time of booking, if you or your group have any specific requests (i.e., you want to focus only on domestic animals) or concerns with certain types of animals that may be brought out for encounters (i.e., if you do not want any snakes/reptiles brought out during your program). Our selection of tractable animals includes reptiles, birds, mammals, and amphibians. Most but not all of our tractable animals are touchable by members of the public. For more details about which animals may be included in your program, please ask your interpreter.*

Programs do not automatically include time for a snack or bathroom break, but this can be incorporated into your program, especially with Pre-S and K classes. Classes and groups are responsible for providing their own food and beverages. Please confirm with your interpreter when s/he calls, or just prior to the start of your program, if you would like to include a mid-program break.

Please Note: We do not typically extend the length of a program to accommodate a break. If you would like to book a longer program to accommodate a snack/bathroom break, this must be done at the time of booking, or a minimum of one month in advance of your program by calling or emailing the bookings office.

Questions?

Please view our online **School and Group Programs FAQ:**

http://edmonton.ca/attractions_events/edmonton_valley_zoo/zoo-school-group-programs-faq.aspx

You may also call the program coordinator at 780-944-0642.

We look forward to seeing you at the Edmonton Valley Zoo!