

Christmas Around the World

Thank you for booking a program with the Muttart Conservatory! We are excited to share the pyramids with you and your students. 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 admitted free of charge with the program in the following ratios:

- Preschool: 1 adult per 3 children
- K – Gr. 6: 1 adult per 5 children
- Gr. 7 – 12: 1 adult per 10 children

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.

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 modified to include students with special needs.

Clothing

Please ensure students have comfortable shoes that can be worn throughout the program. In winter, it is advised that students bring indoor shoes to change into from their snow boots.

Some pyramids are very cool in the fall, winter, and early spring. For their comfort, we suggest students wear long sleeves and/or sweaters during these seasons.

Facility Guidelines

Muttart Conservatory is a living museum. To ensure visitor safety and continued enjoyment, there are some rules that we ask all program participants to abide by:

- Stay on the paths in the pyramids.
- No climbing on rocks, ledges, chairs, etc.
- Use quiet indoor voices.
- Only touch what your interpreter says is safe to touch.
- Don't pick any leaves, flowers, or fruits.
- Do not bring any food or drink into the pyramids.

What to Bring

Each child will be potting a small seedling to take home during the program. Please bring a container such as a plastic tote or a cardboard box to transport your plants back to school. In winter we recommend a box with a lid, along with newspaper or a towel to use as insulation against cold temperatures.

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 780-496-6952.



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

Cancellation Fees & Rescheduling

- You are required to provide written notice of cancellation of your programs 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 a fee of 50% of the program cost per class if the program is NOT rescheduled.
 - Cancellation fees will be applied to your account and the balance refunded (as applicable) to you through the City of Edmonton, Community Services. Please allow 15 days for processing.

Arrival Procedures

Muttart Conservatory is located at 9626-96A Street. Your interpreter will meet you at the entrance gate a few minutes before your program.

Please note that our facility does not open to the public until 10 am. If your program begins earlier than 10am, the gate will be closed upon your arrival. Please do not be alarmed; your Interpreter will let you in!



Program Information

Christmas Around the World



'Tis the season to enjoy the spirit of the upcoming holidays! Poinsettias, Christmas trees, frankincense, myrrh, holly, ginger, cinnamon, and ivy – so many plants play an important part in Christmas traditions. Students will have the opportunity to see and smell many of these plants as they discover different Christmas traditions from around the world. To top off a tour of the pyramids, students will pot a festive plant to take home with them at the end of the program.

Program Length: 1.5 hours (PreS), 2 hours (K - Gr. 3)

Available: November 25 – December 20, 2013

Program Objectives

Students will

- Learn about a variety of Christmas traditions from around the world
- Observe a variety of plants important to Christmas traditions from around the world, including plants used for food, scents and decoration
- Learn about the history of common Canadian Christmas symbols, such as Christmas trees, candy canes, and poinsettias
- Learn about the basic needs of plants
- Enjoy a festive holiday program

Curriculum Links

This program was designed with attention to the Alberta Program of Studies for the following science and social studies units:

Kindergarten

- I am Unique
- I Belong

Grade 1

- Social Studies: Citizenship: Belonging and Connecting
- Science Topic E: Needs of Animals and Plants

Grade 2

- Social Studies: Communities in Canada

Grade 3

- Social Studies: Connecting with the World – Communities in the World



Frequently Asked Questions

1) What happens if I need to be on the bus before my program is scheduled to end?

We are happy to accommodate shortened programs. Please let your interpreter know prior to or at the start of the program when you need to be on the bus so that he or she can plan accordingly.

2) What happens if we arrive late?

Your program will start when you arrive at the Muttart Conservatory, and will end at the scheduled end time indicated on your booking confirmation sheet.

3) What happens if the weather is poor the morning of my program and I want to cancel/re-schedule?

Our programs run rain or shine. We do not automatically cancel any of our on-site programs due to weather. If you want to cancel and/or re-schedule your program, please refer to the Program Cancellation policy section. You will need to email the bookings office to officially cancel and/or re-schedule your program. Cancellation fees may apply. Even if you have already talked to your interpreter prior to the program and have expressed interest in cancelling/re-scheduling, you need to formally request a change to your program booking through the bookings office.

4) My students are young (i.e., pre-school, kindergarten) and are used to regular snack and bathroom breaks. Can we have a snack/bathroom break in the middle of the program?

Absolutely! Please include this request in “notes to interpreter”.

5) Is there a place for students to eat lunch at Muttart Conservatory?

There is ample space for students to eat outdoors in the park surrounding the Muttart Conservatory, including a covered gazebo. There are no indoor eating facilities available for large groups. There are some tables and chairs in centre court that can be intended for public use and can accommodate small groups. If you choose to use this space, please be considerate of other visitors, keep volume down, and leave the area clean and tidy.

We look forward to seeing you at the Muttart Conservatory!

