

# Ladybugs & Friends

Thank you for booking a program with the Muttart Conservatory! 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: **[cmsschoolbookings@edmonton.ca](mailto:cmsschoolbookings@edmonton.ca)**

## **Field Trip Preparation**

### **Adult Supervisors**

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

- Preschool: 1 adult per 3 children
- K – Grade 6: 1 adult per 5 children
- Grades 7 – 12: 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.

### **Group Size**

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 the children in your group wear nametags; this helps the interpreter acknowledge them by name.

## **Special Needs**

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

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

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

## **Clothing**

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

Some pyramids can be quite cool in the fall, winter, and early spring. Participants are advised to wear long sleeves and/or a sweater during these months.

## **Facility Guidelines**

As Muttart Conservatory is a living museum, 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.
- What you see in the pyramids stays in the pyramids.
- No food is allowed in the pyramids.

## **What to Bring**

Please bring a container to take your potted plants home with you in. This can be a plastic tote, or even a cardboard box. In winter a box with a lid is recommended, along with newspaper to use as insulation against cold temperatures.

## **Interpreter Contact**

The interpreter assigned to lead 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 780-496-4801.



## **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 on the first day of the previous month, 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, 14<sup>th</sup> 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](mailto:cmsschoolbookings@edmonton.ca).
- A fee of 50% of the cost of the program will be charged for cancellations
- At the time of cancellation, if the program is rescheduled within the same year the cancellation fee will be waived.
- The cancellation fee will not be waived if notice of cancellation/rescheduling is given less than 2 weeks before 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](mailto: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 year, OR
  - you will be charged 50% of the program cost per class if the program is **not** rescheduled.

### **Arrival Procedures**

Muttart Conservatory is located at 9626-96A Street. Please meet your interpreter outside of the large metal gate at the main entrance a few minutes before your program.



## **Program Information**

### **Ladybugs & Friends (Ages 4-8)**



Get to know all about ladybugs and beneficial insects at the Muttart Conservatory. Discover the importance of ladybugs through activities, stories and songs. We'll even release some real beneficial bugs into one of the pyramids! You'll top this fabulous program off by potting a plant to take home in honour of our insect friends.

**Program Length:** 1.5 hours (Ages 4-5), 2 hours (Ages 6+)

**Available:** Sept. - Oct. / Feb. – Jun.

### **Program Objectives**

*We will:*

- learn all about ladybugs through games, activities & songs.
- learn how ladybugs and other cool animals are great helpers for gardeners and farmers.
- use our senses to learn how some plants and animals (including the ladybug) must adapt to extreme weather conditions to survive
- release our very own ladybugs into one of the pyramids
- HAVE FUN!

## **Frequently Asked Questions**

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

Please let your interpreter know prior to or at the start of the program when you need to be on the bus, so that s/he will leave enough time to walk the children back to the parking lot.

**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 call the number listed in the above section 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) The children in my group 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?**

Yes. 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 several picnic tables. There are no indoor eating facilities available for large groups. There are some tables and chairs in centre court that are intended for public use and are first-come, first-serve. These tables can accommodate small groups during inclement weather. If you choose to use this space, please be considerate of other visitors, limit your stay, keep volume down, and leave the area clean and tidy. The classrooms are rentable spaces and available for \$30 per hour. If interested, please call our school bookings office to enquire about availability.

*We look forward to seeing you at the Muttart Conservatory!*

