

Group Sleepovers

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

A minimum of 4 adult supervisors are required for this program.

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.

A minimum of 4 adults supervisors are required to stay with the group at all times.

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, and roles of parent supervisors, 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). No member of the

group (including kids and adults) may wander around the zoo on their own after-hours.

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, and do not run.
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. At night during sleep time, all members of the group must remain in the program building and classroom spaces. No member of the group may wander around the zoo on their own. Although there will be a staffperson on-site with the group for emergencies, adult supervisors are responsible for keeping an eye on the children at night to prevent wandering.
6. 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.
7. 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) 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) Indoor Shoes

We recommend bringing a pair of indoor shoes, to keep the areas where you'll be sleeping clean and tidy during the program portions of the evening.

4) Dinner, Snacks & Breakfast, Mess Kits, and Small Appliances

Your group is responsible for planning and supplying your evening snack and breakfast menus. Adult supervisors will be responsible for preparing meals, and cleaning up. Please note that cooking and food preparation facilities are limited. We recommend easy-to-prepare items for snack (i.e., granola bars or cookies, or take-out) and breakfast (i.e., cereal, muffins, fruit). Your group must bring their own plates, bowls, cups, napkins, and cutlery.

You have access to:

- Tables and chairs
- Fridge & freezer for food storage
- Electrical outlets (bring your own food prep appliances*)
- Electrical hot plate (for heating hot chocolate in a pot or boiling hot dogs)
- Firepit and roasting sticks (weather-permitting)

**Excluding indoor grills or personal outdoor grills. These cannot be used on-site.*

There is no stove or microwave available. You are welcome to bring your own kettle, coffee maker, or slow cooker for making warm beverages or heating food items.

Please inquire at the time of booking if you would like to request the fire pit for a campfire or an evening hot dog/marshmallow roast.

Ordering Take-Out at the Zoo:

You can make advance arrangements to order take-out (i.e., pizza) to be delivered to the Zoo. You do not need to order from a specific pizza company or other take-out business. Groups are responsible for making their own delivery and payment arrangements. Upon ordering, please provide *specific delivery instructions*:

- The delivery person needs to enter the Zoo through the service entrance (located on the right-hand side of Buena Vista Rd. before you reach the entrance to the Zoo's main parking lot).
- Upon arrival at the gate, it will be locked. They will need to call the "after-hours/evening" visitor phone number (780-718-0555) listed on the gate from a cell phone in order to gain access to the facility.
- The delivery person can meet you inside the Saito Centre, by the vending machines, for delivery and payment.

Groups are responsible for cleaning up after themselves after meals and at the end of their program, ensuring that all garbage and recyclable containers are deposited in the correct bins (garbage bins or blue recycling bins).

5) Sleeping Bags, Pillows, Foam Mats, and Personal Items

Your group is responsible for bringing their own bedrolls, personal care and grooming items, and change(s) of clothes for bedtime and the following day. We do not recommend bringing cots or folding beds, as sleeping space is limited for maximum group sizes. There are public men's and women's washrooms in the Saito Centre that can be used for washing up and changing. There are no showers rooms available.

6) After-Program and Downtime Activities

After your evening program, before bedtime, your group will have some time for winding down and for getting ready for bed. You may bring activity sheets, games, or a movie for your group watch during this time. Both sleeping areas are equipped with a TV/DVD player.

7) Flashlights

Please be aware that there is minimal lighting within the Zoo grounds once the sun sets. 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.

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 person 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 780-496-3780.

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”.

- **If you have booked programs on behalf of other teachers or groups,** please pass along any information provided by the interpreter to the adult supervisors who will be accompanying the group(s).

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 (6 p.m.)

The earliest your group can arrive is 5:45 pm. Please inform all parents of the designated drop-off time. Due to the time required for your interpreter to prepare the room for your group and set-up for the program, we are unable to accommodate earlier arrivals.

If arriving by bus for drop-off/pick-up as a group:

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. You will be arriving at the Zoo after-hours (when the Zoo is closed to the public). Your interpreter will meet you at the front gate at or just before 6 p.m., and will need to unlock the gate so that you can enter the facility. The gate will be closed/locked after your group is inside.

Please ensure that all members of your group arrive a little early or on time, since your interpreter will need to lock the front 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. 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.

If arriving in personal vehicles for drop-off/pick-up (and for any personal vehicles remaining at the Zoo overnight):

Supervisors and parents with personal vehicles remaining overnight can enter the Zoo through the service gate entrance. The entrance is located on the right-hand side of Buena Vista Road. The gate is locked. Your interpreter may be waiting for your group to arrive. If S/he is not there, you will need to call the "after-hours/evenings" number listed on the gate (780-718-0555). The person that answers the phone will be able to open the gate remotely, and radio your interpreter to meet you at the gate.

To expedite the drop-off process, we recommend designating yourself or another parent supervisor to assist the interpreter with meeting other parents and children being dropped-off, so that all arrivals know where to park, and where to bring their bedrolls and other items. If you have supervisors or children who will be arriving late for the program, please inform your interpreter to that s/he can make arrangements to let them in the gate, and to inform security staff of any late arrivals.

All vehicles remaining overnight may park just inside the service gate entrance, in the visitor parking lot. No vehicles can remain overnight in the Zoo's public parking lot.

****Please Note:*** Drop-off and Pick-up procedures via the service entrance may change slightly in 2014. Please contact the program coordinator at 780-496-3780 for the most up-to-date information.

Departure Procedures (11 am)

Groups are responsible for cleaning and tidying the area(s) used for sleeping and eating at the end of their program, ensuring that all garbage and recyclable containers are deposited in the correct bins (garbage bins or blue recycling bins). All sleeping and eating items must be put away neatly in the program room by the time the morning program begins (8:30 am).

At the end of your program, if you are departing through the front gate, your interpreter can accompany your group back to the front gate so that you can exit the facility. If members of your group are being picked up by parents after the program, please let parents know in advance that they will either need to enter through the service gate entrance for pick-up (they will need to call the “weekend” phone number on the gate, 780-405-0763). Alternately, they can wait at the front gate for your group to exit the facility, or enter through the front gate and meet your group in Saito Centre, depending on the arrangements you have made with the interpreter and parents.

Members of your group cannot remain in the facility after the program’s end time, unless your group has paid for additional time or a self-guided visit.

If your group wishes to stay later than 11 am, they will need to pay for self-guided admission fees for time spent in the Zoo. Groups staying later than 11 am will be charged an additional \$30/hr or part thereof.

****Please Note:*** Drop-off and Pick-up procedures via the service entrance may change slightly in 2014. Please contact the program coordinator at 780-496-3780 for the most up-to-date information.

Program Information

Sleepover Ages 5 yrs and up

This exciting overnight at the Zoo will provide your class with an immersive learning experience tailored to meet your classroom learning needs. Tour the zoo at night to see which animals are just waking up, go behind the scenes, have animal encounters, handle artifacts, help make and deliver animal enrichments, and experience a night to remember. Program can include an evening campfire (depending on weather conditions). Please let us know if you would like to request a campfire at the time of booking your program.

Program Length: 6 pm – 11 am

Available: Fridays and Saturdays, Sept – June



You can customize your group experience with themed activity options by:

1. Choosing any two of the listed Edmonton Valley Zoo group program at time of booking, OR:
2. Inquire about other program themes that may be of interest to your group. Some suggested themes include:

Option 1 - Nocturnal Animal Adaptations

Tour the zoo and discover which animals are most active as the sun goes down. Themed activities, games, encounters, artifacts, and enrichments will enhance your students' appreciation for the wide variety of animals that are capable of surviving at night, and the unique adaptations of nocturnal animals.

Option 2 – Endangered Species

Explore the zoo after-hours and meet some of our threatened and endangered animals. Hands-on activities, games, encounters, artifacts, and enrichments will focus on some of the endangered animals that live at the zoo, and reasons for their endangerment. Go behind-the-scenes, and discover how zoos and zookeepers care for many of our endangered species.

Option 3 – Be a Zookeeper

What is it like to be a zookeeper? Tour the zoo behind-the-scenes and learn how zookeepers care for the many animals that live at the zoo. Students will participate in various zookeeping activities* including cleaning an animal enclosure, and preparing an enrichment and a diet for a couple of our zoo residents. Animal encounters and hands-on animal-themed games and activities round out the evening.

*Specific activities selected for your program are dependent on animal health and zookeeper availability.

Other sleepover program themes are available and can be tailored to your group. Please inquire about possible theme when booking your program, or when your interpreter calls to confirm your program.

Meals

You plan and supply your snack and breakfast menus. Adult supervisors will be responsible for preparing meals, and cleaning up, with some staff guidance. Please note that cooking and food preparation facilities are limited.

Sleeping Arrangements

Sleep in the Saito Centre. Participants must supply their own sleeping bags, ground mat, cutlery, mess kits, and personal items.

Staff and Parent Volunteers

A minimum of 4 adult supervisors are required. Choose to bring your own adult volunteer supervisors or pay an additional charge of \$125/staff to meet the required number of supervisors.

Please Note: No member of your group can wander around the Zoo on their own after-hours. Your group must remain together with your interpreter.

General Itinerary

5:45-6:00pm – group leaders may arrive up to 45 minutes before the program to bring in supplies. The leaders should arrange this time with the interpreter prior to the program date.

6:00pm – group arrives and unloads gear into Saito Centre

6:30-8:30pm – two hour program of choice.

8:30-10:00pm – activities of the group leaders' choice and led by the group leaders – the naturalist will not be with the group or providing supervision (ex. Board games, stories, activity sheets)

10:30pm – lights out

7:00-8:30am – wake up, breakfast and pack up.

8:30-10:30am – two hour program of choice

11:00am – pick up

*Please note that this is a general itinerary. The schedule can easily be adapted to meet the needs of your group.

Your interpreter will contact you a few days before the program to finalize the details and answer any questions you may have (i.e. where to meet, what to bring, what you will be doing, etc.)

Program Objectives

1. Introduce students to the animals at the zoo and talk about some basic features, adaptations and neat facts about them.
2. Encourage an awareness of a variety of animals, including endangered, threatened, vulnerable, and rare animals.
3. Introduce students to the importance of zoos, and the roles of zookeepers in meeting Zoo animals' needs.
3. Stimulate an initial and lasting excitement, joy, and appreciation for a variety of animals.
4. Encourage attitudes of respect and concern for animals and their environment.

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 780-496-3780.

Program Activities

This program includes activities that occur both indoors and outdoors. Activities may include a guided animal visit to see some of our indoor and outdoor animals, interpreter-led discussions about animal features and animal information, small animal encounters*, touching/handling of animal artifacts, learning-based activities, a behind-the-scenes tour, and zookeeping activities. 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 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.*

Questions?

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

http://www.edmonton.ca/attractions_recreation/attractions/edmonton_valley_zoo/edmonton-valley-zoo-school-and-group-programs-faq.aspx

You may also call the program coordinator at 780-496-3780.

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

Edmonton Valley Zoo Safety Information

For: Overnight program parents & supervisors

Medical Emergencies

- EMS is available in Edmonton by calling 911.
- Emergency Services can be at the Edmonton Valley Zoo within minutes.
- The nearest hospital is the Misericordia Hospital on 87 Ave & 170 St.
- All interpretive staff are trained in Standard First Aid and Level C CPR.
- The Edmonton Valley Zoo's First Aid room is located in the Admin Building.

Missing Person

- The Edmonton Valley Zoo is prepared with missing person response plans.
When a missing person is reported a description is given to all staff. All available staff assist in searching the Zoo. Police are called after 30 minutes.
- After hours – site supervisors and security are called in to assist with the search.

Intruder

- City of Edmonton Security is called.
- After Hours – the Zoo is locked to public entrance making an intruder unlikely.
Night security staff is in hourly contact with Security.

Evacuation Procedures

- In the event of fire or other emergencies, the Saito Centre is evacuated and safe meeting locations are designated. All emergency exits are clearly labeled and fire and smoke detectors are located in the Saito Centre.

Emergency Contact

- We recommend that the teachers bring their personal cell phones to be used as emergency contact for other parents.

There is always a member of our interpretive staff nearby to assist your group in the event of an emergency during your sleepover program.