

Summer in the Valley

Thank you for booking a program with the John Walter Museum! We are excited to share the history of Edmonton 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: **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 – Grade 6: 1 adult per 5 children
- Grades 7 – 12: 1 adult per 10 children

If you are unable to find the required number of adult supervisors for your group, please notify us.

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.

If a group arrives that exceeds a total of 30 children and/or 40 people, additional parents and children/siblings will be asked not to participate in the program and will not be able to stay onsite.

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 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.

Facility Guidelines

The John Walter Museum is a living museum. Because of this, there are some rules that we ask all program participants to abide by:

- Use quiet indoor voices.
- No running in or around the historical buildings.
- Only touch what your Interpreter says is safe to touch. Particularly important when using wood burning stoves.
- Respect boundaries like ropes, fences and signs that protect sensitive areas of the museum.

What to Bring

Please bring a backpack, bag or box so that you will be able to comfortably bring home the children's crafts (candles, wool based craft) It is also advisable to bring a sealable plastic container with you so that you can bring extra treats back to your school.

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 **780-496-5953**.

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, a fee of 50% of the cost of the program will be charged.
- The cancellation fee will be waived if the program is rescheduled within the same school year at the time of cancellation.
- The cancellation fee will not be waived if notice of cancellation/rescheduling is given less than 2 weeks prior to 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

Once your bus has entered the Kinsmen Leisure Centre parking lot, continue down the road on the right. John Walter Museum is located on the north side of the parking lot. There is a parallel parking lane immediately in front of the museum administration building. Have the bus pull into this space and unload. Your Interpreter will greet you at the bus.

Program Information

Join us in the heart of Edmonton's river valley for some good ol' fashioned summertime fun! In this program, we'll churn our own ice cream and make delicious 'no bake' truffles. Then we'll head outside to help wash Mr. Walter's wool socks and play a lively round of croquet.

Program Objectives

- Participate in a minimum of four activities including: ice cream making, no-bake truffles, sock washing and croquet.
- Handle artifacts that emphasize differences in technology between today and past eras
- Compare and contrast homes of the settlement period to those of today.

