

# ***Zoo Immersion***

## ***School Program***

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

Phone **780-442-1442**

Email **cmsschoolbookings@edmonton.ca**

Please Note: There is limited space for zoo immersion programs during the school year (September – April). Please book early to avoid disappointment!

### **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.

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**

- The maximum number of **children** permitted in a program is 30. Groups exceeding 30 children must book an additional program(s).
- The **maximum number of individuals** (adult supervisors and children) permitted in a single program is 40. Groups exceeding 40 individuals in total must book an additional program(s).
- 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.

## Nametags

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

## Special Needs

Please inform your interpreter, in advance of the program, about students with

- Learning Disabilities
- Physical Disabilities
- 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 perfumes, extracts and spices). Common allergens encountered at the zoo include fur, feathers, dust, pollen, straw, and hay.*

## Clothing

Please prepare your students (and adult helpers) to spend **lots** of 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.

## Before You Arrive at the Zoo

For zoo programs, it is usually a good idea to go over some basic ground rules and expectations for behaviour for the field trip. Some suggestions:

1. Keep with the group at all times (sometimes a buddy system or dividing the kids into small groups each with an adult leader 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. Don't try to touch an animal unless the interpreter says it's okay for the same reason given above. There may be some chances for encounters and touching animals but let the leader tell you when it is an appropriate time for that.
4. 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.

For Zoo Immersion, students should:

- bring a pair of indoor shoes with them –
- dress appropriately for the weather during the week (for outdoor activities)
- bring their own lunches and snacks (morning and afternoon) each day – please do not bring anything that requires heating (no microwave available)
- bring their own writing supplies (pens, pencils, journals, paper, etc.)

## Facility Guidelines

### What to Bring

#### 1) Appropriate Clothing and Footwear

Please make sure your students (and adult helpers) dress for the weather as some of the activities will take place outdoors. 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.

#### 2) Indoor Shoes

For multi-day Zoo Immersion programs that have a designated classroom space, we ask that students bring a pair of indoor shoes with them. These can be left at the zoo in the classroom for the week.

#### 3) Lunch and Snacks for Each Day

For single-day immersions with no classroom space:

There are no guaranteed or designated spaces for eating lunches or for storing lunch totes or backpacks before/during/after your program. We recommend that each participant carries his/her own lunch, snacks (morning and afternoon), 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.

The Zoo's indoor classroom program spaces are usually reserved for school and group programs throughout the day, and are generally unavailable for your class or group as a lunch location.

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

Schools and 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).

For multiple-day immersions with designated classroom space:

You will have an indoor space for lunch. Students and adult supervisors need to bring their own lunches and snacks (morning and afternoon), and refillable water bottle each day. Please do not bring anything that requires heating (no microwave available).

### **3) Classroom or Group Activity Sheets/Workbooks**

These materials are not automatically included in our Immersion programs, but can be created or customized for your program after discussing your program plan with your interpreter. You are welcome to create and bring any worksheets, notebooks, or journals for students to fill out during your program. Please let your interpreter know during program planning if you would like him/her to include any information specific to these worksheet activities during your program.

## **What Not to Bring**

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 to donate to the Zoo 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.

## **Program Customization and Interpreter Contact**

Once you have spoken with the Zoo School Program Coordinator to decide and confirm which day(s) your class will be attending, the coordinator will send you an information sheet and program customization forms specific to the length of

your program. You will need to complete and submit these forms to the coordinator at least one month prior to the start of your immersion program.

These forms will be forwarded to the interpreter assigned to lead your program, and s/he will create a tentative schedule of instructional and hands-on activities based on the information you submitted, and will send this to you by email at least 2 weeks prior to the start of your program. At this point, you and the interpreter can discuss any changes or modifications to the schedule that need to be made.

If you have any questions about Zoo Immersion programs, please call the Zoo School Coordinator at 780-496-6929.

**Please note:** the interpreter will contact you by calling the primary phone number(s) and email address you provided on your forms and at the time of booking, and 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 include this in your forms, or ask the booking agent to include this number as a “note for the interpreter”.

- **If you have booked multiple classes/groups for multiple programs,** only the person listed as the primary contact for these will be contacted.
- **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).
- **If you will not be attending the field trip yourself but are listed as the program contact,** please inform the interpreter when they call. If possible, please also provide the name(s) of the supervisors who will be accompanying the group.

## **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 (outside Edmonton: 780-442-5311) 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 programs via email at [cmsschoolbookings@edmonton.ca](mailto:cmsschoolbookings@edmonton.ca).
- Cancellations with 4 – 30 days' notice are subject to a fee of 50% of the program cost.
- Programs cancelled with less than 3 days (72 hours) notice will be charged the full program fee.
- **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.**

## **Arrival Procedures**

Your interpreter will be ready and waiting for your group just outside the zoo front 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 for a program prior to the time that the zoo opens to the public, please wait at or just outside the front gate of the zoo for your interpreter to arrive. If your program is scheduled to start outside of the Zoo's regular hours of operations, s/he will meet you at the front gate at your program start time, and will need to escort you through an alternate entrance.

**Please Note: There is limited space to gather your groups before you enter the Zoo. We recommend that you organize your group(s) on the bus before disembarking.**

## **Program Information**

Immerse your students into the world of animals through this customized program. Work with an interpreter to design a program to meet your specific learning objectives. Themes and activities can include any combination of the following: needs of living things, life cycles, adaptations, endangered species, owls, animal classification, careers, and more!

This program can be customized to fit your classroom's curriculum, needs, and interests, through information and hands-on activities.

This program is offered Sept. - April for schools (K and up).

## **Program Objectives**

1. Cover classroom curriculum-based topics within a zoo environment.
2. Introduce students to a variety of animals at the zoo.

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

This program is very adaptable and can be tailored to meet the needs of any class. We can accommodate a specific theme or learning objective as part of your program. If you have anything you want included in the program, just let the interpreter know when s/he calls you to confirm your program.

Suggested classroom connections (based on Alberta Science Curriculum) can include, but are not restricted to:

- Grade 1: senses; seasonal changes; needs of plants and animals
- Grade 2: small crawling and flying animals
- Grade 3: animal life cycles
- Grade 7: Interactions and ecosystems
- Grade 9: Biological diversity
- Biology 20: Ecosystems and population change
- Biology 30: Population and community dynamics

## Program Activities

This program includes activities that occur both indoors and outdoors. Specific program activities are customized and planned in advance with your interpreter.

## Questions?

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

[http://www.edmonton.ca/attractions\\_events/edmonton\\_valley\\_zoo/zoo-school-group-programs-faq.aspx](http://www.edmonton.ca/attractions_events/edmonton_valley_zoo/zoo-school-group-programs-faq.aspx)

You may also call the program coordinator at 780-496-6929.

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

**Zoo Immersion Program  
Teacher and Class Information**

**Date of Program:**

**School:**

**Teacher(s):**

**Grade(s):**

**Number of Zoo Immersion Classes (max 2/week):**

**Number of Students Per Immersion Class (max 32/class):**

**Some Activities Require Students To Work In Smaller Groups. Please Indicate Your Preferred Number of Students Per Work Group:**

**Number Parent Volunteers or Teacher's Assistants Attending  
(We Recommend One Adult For Every Six Students):**

**Preferred Method for Receiving Forms (Circle One):    Email       Mail       Fax**

**Preferred Email / Mail Address / Fax Number:**

**What concepts have you been studying in class that you would like to tie in to your Zoo Immersion program?**

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**Which subjects would you like to integrate into your Zoo Immersion Program (i.e., science, geography, language arts, social studies, math, art, etc.)?**

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**(continued on reverse)**



**School Start Time:**

**Arrival at Zoo (Time):**

**Depart from Zoo (Time):**

**School Dismissal Time:**

**Early Dismissal Date(s)/Time(s) (if applicable):**

**Please Indicate Any Special Considerations/Accommodations Required  
(i.e., allergies, mobility issues, special needs, etc.):**

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**Please Check One:**

- ☐ I Have Attended Zoo School/Zoo Immersion Previously (if checked, please fill out the question below)
- ☐ This Is My First Year Attending a Zoo Immersion Program

**What elements (activities, demos, talks) of the Zoo Immersion program you attended previously would you like to incorporate into this Zoo Immersion Program?**

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**You will receive a more detailed programming question sheet  
closer to your immersion date.**

**Thank You!**