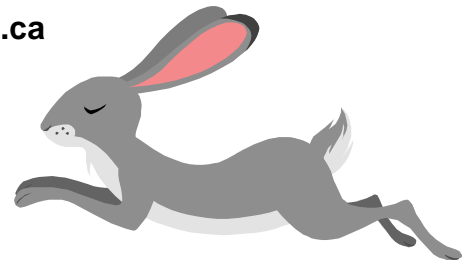


Peter Rabbit Comes for a Visit

Thank you for booking a program with the John Janzen Nature Centre! We are excited to share the wonders of nature 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

We ask that you have a minimum of four adult helpers (including the teacher) to help out with the program at your school or the nature centre. Each of these four adult helpers will assist in leading a station.

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. 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 can be modified to include students with special needs.



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 780-496-2916.

Special Program Notes

This program involves face painting. Please let your interpreter know if you have any concerns about face paint, or if you would prefer not to include face painting in your program. Our face paint is latex free.

For Outreach Programs (available Nov-Feb):

Interpreter Arrival & Classroom Needs

Your interpreter will arrive at your location at least 20 minutes prior to the program. When they arrive, they will:

- Require a private place to change into and out of a costume, such as a staff washroom
- Need to set up **four** stations around the room
- Need the children divided into **four** groups
- Need access to a CD player OR to an electrical outlet in order to plug in a portable CD player.

For Onsite Programs (available Nov-Feb):

Arrival Procedures

John Janzen Nature Centre is located adjacent to Fort Edmonton Park. Access is off of Fox Drive, just east of the Whitemud. John Janzen Nature Centre shares a large, free parking lot with Fort Edmonton Park.

Please meet your interpreter at the front doors of John Janzen Nature Centre a few minutes prior to your program start time.

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



Tegler Discovery Zone

The John Janzen Nature Centre is home to an indoor playspace called the Tegler Discovery Zone. We do not use this space during programs (with the exception of *Busy Bees and Bugs* and occasionally *Life Cycles*), but you and your students are welcome to visit this space before or after your program at no additional cost.

When using this space, we ask that you abide by the following rules:

- Wear socks only! No bare feet or shoes are allowed.
- No food or drink allowed.
- Children must be supervised at all times.
- Follow maximum capacity guidelines. In order to ensure visitor safety, our maximum capacity is 60 individuals inside the playspace. Once this capacity is reached, a waitlist to enter is created by our front desk staff. Please note that on busy days, you and your students may have to join a waitlist prior to entry.

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

Program Information

Peter Rabbit Comes for a Visit

Beatrix Potter's Peter Rabbit is in town this winter and it's his birthday! The whole neighbourhood is invited to celebrate, but only the winter residents are able to attend. Learn about the creatures that have stayed in Edmonton for the winter. What do they eat, where do they sleep, and how do they keep warm? Using artifacts, games and activities, learn about snowshoe hares, squirrels, chickadees, magpies and more.

Program Length: 1.5 hours

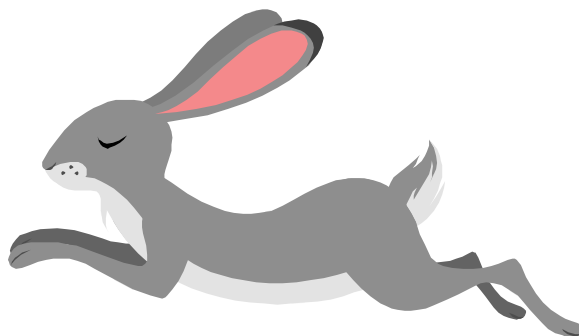
Locations: At the Nature Centre or Your School

Available: November – February

Program Objectives

Students will:

- Learn about local animals and how they cope with the winter season
- Learn about animals that stay active, hibernate, and migrate for the winter
- Learn what these animals feed on and where they live
- Draw relationships between ways that people and animals deal with cold and snow
- Enjoy a fun and positive learning experience



Frequently Asked Questions – Onsite Programs

1) What happens if I need to be on the bus 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 John Janzen Nature Centre, 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.

Please note: in case of severe winter weather which makes it dangerous to drive (extreme blizzards, etc.), we reserve the right to cancel outreach programs. If this occurs, a coordinator will contact you to reschedule your program.

4) Is there a place for students to eat lunch at John Janzen Nature Centre?

There is ample space for students to eat outdoors in the park surrounding the John Janzen Nature Centre, including several picnic tables. There is also a small, covered deck with picnic tables available for public use. Unfortunately we do not have indoor eating facilities available for large groups. If you and your students are attending back-to-back programs at John Janzen Nature Centre, please contact a program coordinator (780-496-2916) if you have questions about eating lunch and inclement weather.

We look forward to seeing you!

