

# Children's Theatre with Kaybridge Puppets: The Ugly Duckling

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**

### **Group Size**

Your class will be sharing the performance with a maximum of 100 guests. Games and animal visits will be shared with a maximum of 50 guests. If this arrangement is not suitable to meet the needs of your class, you may book a private performance and program for a fee of \$650.

### **Adult Supervisors**

The teacher and 1 adult supervisor per 5 children will be free of charge. All additional adults are required to pay \$6.50 each. Siblings not enrolled in your school's program, but accompanying adult supervisors will be charged the regular fee of \$6.50.

In order to ensure we stay within fire code regulations, all people including parents and siblings accompanying your field trip must be booked with your registration.

*Please note: minor adjustments to the number of guests attending with your group can be made up to 2 weeks before the performance.*

### **Interpreter Contact**

The interpreter hosting 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.



## 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 to fur or hay
- Behavioural Issues

## Facility Guidelines

To ensure visitor safety and continued enjoyment, there are some rules that we ask all program participants to abide by at John Janzen Nature Centre:

- When indoors, use quiet indoor voices.
- Treat all artifacts and animals with respect.
- Remain with your interpreter at all times unless otherwise noted.
- When exploring the forest around the Nature Centre, remain on the trail at all times.
- Preserve nature for other guests by not picking leaves or flowers.
- Obey boundaries set up by your interpreter during games or activities.

## 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 *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, 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).
- If a program is cancelled and is not rescheduled within the same school year at the time of cancellation, a 50% of the cost of the performance fees 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 performance fees will be charged if less than 48 hours notice is given for cancellations or rescheduling, or if your class fails to attend the performance.
- 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 school year, OR
  - you will be charged 50% of the program cost per class if the program is **not** rescheduled

### **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 plan to arrive at the Nature Centre 5-10 minutes prior to your program start time so that the program can begin on time. Your interpreter will meet you at the front door of the Nature Centre.



Please note that our facility does not open to the public until 10 am. If you arrive early for a morning performance, the facility doors will be locked upon your arrival. Please do not be alarmed; your Interpreter will let you in!

## **Program Information**

### **Children's Theatre with Kaybridge Puppets: The Ugly Duckling**

This timeless and compassionate tale by Hans Christian Andersen comes alive with puppetry and music. There's a big surprise down at the lake as Mama Duck's final egg hatches! Meet many animal friends as they tell this story about fairness, friendship and true beauty. Kaybridge Puppets, led by award winning artists Kate and Maralyn Ryan, use their unique style of performance and decades of experience to bring classic tales to life with a ton of music, colourful characters, audience participation and, of course, giggles! ([www.kaybridge.ca](http://www.kaybridge.ca))

**Program Length: 1.5 hours, including a:**

- 30 minute puppet show performance
- 25 minute puppetry workshop led by the puppeteer \*
- 25 minute visit with spring animals

\* For students younger than four years old, a visit to the Tegler Discovery Zone will be substituted for the puppetry workshop.

**Location:** John Janzen Nature Centre

**Times:** 9:30 – 11:00am & 12:30 – 2:00pm

**Fees:** \$6.50/child (no refunds for absent children on the day of the performance)

**Available:** March 7-24, 2015



## **Frequently Asked Questions**

**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?**

Unfortunately we cannot delay the start time of the puppet show performance. When you and your students arrive, you will be invited to quietly join the performance. If you know that you are going to be late, please call the program coordinator at 780-496-2916 so that we can arrange to let you in.

**3) 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.

*We look forward to seeing you at John Janzen Nature Centre!*

