

# 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

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! Adult supervisors should not be bringing younger children (e.g. babies in strollers) to the program. We want all parent volunteers to be focused on supervising the children in the program.

### 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.

## Name Tags

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\*), or behavioural issues. Please also indicate any strategies you use with students to help them have success in the classroom.

Program content and activity locations can be adjusted, if necessary, to accommodate 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.*

## Clothing

Please prepare your students to spend time outdoors; advise them (and adult supervisors) 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

## Facility Guidelines

### What to Bring

#### 1) Appropriate Clothing and Footwear

Please make sure your students (and adults) 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. Pajamas and any additional sets of clothing for the second day should also be brought along.

For your group's safety and comfort while walking around the zoo, we recommend comfortable, closed-toed footwear. This is especially important for any behind-the-scenes portions of the program.

#### 2) 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.

#### 3) Dinner, Snacks & Breakfast, Mess Kits, and Small Appliances

You plan and supply your supper and breakfast menus. Adult supervisors will be responsible for preparing meals, and cleaning up. Please note that cooking and food preparation facilities are limited, and we recommend easy-to-prepare items for dinner (e.g. sandwiches and veggies, take-out) and breakfast (e.g. cereal, muffins, fruit). Your group is responsible for bringing plates, bowls, cups, napkins, and cutlery.

You have access to:

- Tables and chairs
- Fridge for food storage
- Electrical outlets (bring your own food prep appliances\*)
- 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 dinnertime hot dog roast.

### Ordering Take-Out at the Zoo:

You can make advance arrangements to order take-out (e.g. 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 make the delivery to the Zoo's main entrance gate. (13315 Buena Vista Road)
- Upon arrival at the gate, it will be locked. They will need to call a supervisor or parent volunteer from a cell phone in order to gain access to the facility.
- The interpreter and a supervisor can then greet the delivery person at the side entrance next to the front gate for delivery and payment.

Schools and 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).

#### **4) 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 Edventure Lodge that can be used for washing up and changing. There are no shower rooms available.

#### **5) Classroom or 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.

#### **6) After-Program or Downtime Activities**

At the end of your program and 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. The sleeping area is equipped with a TV/DVD player.

#### **7) Flashlights**

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

### **What Not to Bring**

For health and safety considerations of both humans and animals, we ask that you do not bring into the Zoo:

- o Balloons and kites
- o Sparklers and other fireworks
- o Pets or other animals\*
- o Your own BBQs or indoor grills (for preparing food on-site)
- o Your own fruits, vegetables, and other food items to donate to the Zoo for the animals or for feeding the animals
- o 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 assigned to lead your program will contact you (the main contact person who booked the program) at least 48 hours prior to your field trip to confirm details with you. If you have not heard from your interpreter within 48 business hours and have questions about your program, please call the program coordinator at 780-944-0642.

**Please note:** the interpreter will contact you by calling the primary phone number(s) you provided 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 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.

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## **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 Citizen 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 8 - 30 days' notice are subject to a fee of 50% of the program cost.
- Programs cancelled with less than 7 days' 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 (6 PM)**

### 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. 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 after-hours (once the Zoo is closed to the public), s/he will meet you at the front gate at your program start time, and will need to bring the group into the building via an alternate entry door.

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), participants may be dropped off at the Zoo's main entrance gate.

Supervisors and parents who are sleeping over with the group can park personal vehicles in the staff parking lot located at the south-west side of the main Zoo gate (behind Wild Earth Café).

## **Departure Procedures (11 AM)**

Groups are responsible for cleaning and tidying the area(s) you 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).

If members of your group are being picked up by parents after the program, please let parents know in advance that they will need to pick-up at the main gate.

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 11:00 a.m., they will need to pay for self-guided admission fees for time spent in the Zoo after 9 a.m. Groups staying later than 11:00 a.m. will be charged an additional \$30/hr or part thereof.

## **Program Information**

This exciting overnight stay at the Zoo will provide your group with an immersive learning experience and a fun night to remember. Check out the animals that are just waking up, as an interpreter guides you around the Zoo after hours. The sleepover program includes two 1.5 hour programs of your choice (one in the evening and one in the morning), time for supper and breakfast\*, as well as free time for a movie or games. Program can also include an evening campfire (depending on weather conditions).

*\*No meals are provided*

At time of booking, please indicate which programs you would like included with your sleepover, as well as whether you would like a campfire.

*Suggested 1.5 hour programs for sleepover can include (but are not restricted to):*

### **Endangered Species**

Meet some of the world's most endangered species, and discover ways that you and the Zoo can help protect and preserve endangered animals here and around the globe! We'll examine artifacts that come from endangered species, meet some animals up close and personal, and participate in hands-on activities to help your students understand why so many animals are endangered. As we visit the Zoo's endangered animals, students will learn about our Species Survival Plan and the conservation efforts that the Zoo supports.

### **Night Creatures**

How do whiskers help animals scurry around at night? Can owls see in the dark? Students will discover some of the amazing adaptations of the night-loving animals that live in our nocturnal wing. We'll also visit familiar and exotic animals from around the world that are most active at dawn and dusk. Students will learn about the incredible lives of night creatures as we look at bats, owls and more.

### **Be a Zookeeper**

Zookeepers are always busy with making meals, creating enrichments, caring for sick animals and cleaning animal enclosures. Your group will take part in at least one zookeeping activity\* that needs to be done that day. Students will find out first-hand what it's like to be a zookeeper as they go behind the scenes, discover what some of our animals eat, and learn more about what enrichments are and why zookeepers provide these to our animals. Your group will also get a chance to meet and touch a few of our smaller animals.

*\*Activities may include delivering an animal enrichment, cleaning an enclosure, or preparing an animal diet. Specific activities are dependent on animal health and zookeeper availability, so they cannot be guaranteed in advance.*

### **Animals Around the World**

Get closer to animals from around the world! Students will discover exotic animals, as well as some from closer to home, as they go on a globetrotting tour without ever leaving Edmonton. You will meet some of our animals up close, and even get a chance to touch a few, as you learn how the zoo (and you too) can help animals all over the world.

*Other 1.5 hour programs are available. Please see the school programs listed on the website for more options.*

### **Meals**

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

### **Sleeping Arrangements**

Boys and girls can sleep separately in the program rooms. Please make sleeping arrangement requests at the time of booking. 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.

This program is offered Fridays and Saturdays, Sept. - May only, for ages 5 and up.

***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 15 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 EdVenture Lodge

6:30-8:00pm – 1.5 hour interpreter-led program of choice.

8:00-10:00pm – supper, then activities of the group leaders' choice and led by the group leaders (e.g. board games, stories, activity sheets, movies). The interpreter will not be with the group or providing supervision, except if group has requested a firepit.

10:30pm – lights out

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

8:30-10:00am – 1.5 hour interpreter-led program of choice

10:00-11:00am – time for self-guided discovery

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 (such as putting supper earlier, if necessary).

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 participants 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 participants 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.

## **Program Activities**

This program includes activities that occur both indoors and outdoors. Activities may include a guided animal tour 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 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\\_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 780-944-0642.

*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 leaders 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.