

# **Group Sleepovers**

## **School or Group Program Information Package**

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

Email: [artsattractionsbookings@edmonton.ca](mailto:artsattractionsbookings@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

Additional parents (exceeding a total of 40 individuals) will not be permitted due to safety protocols.

Please inform adult supervisors that they will 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.
- 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.
- To ensure a high quality program we recommend that all children participating in a program be within the age range advertised for the program.

#### **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.*

## Zoo Rules

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. 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. During the COVID-19 pandemic, none of our animals are permitted to be touched by the public.
4. Do not climb any fences. We have had quite a few visitors slip and hurt themselves from climbing, so it's a good reminder to ask students to keep both feet on the ground.
5. 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 they think is necessary

## 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 bring 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. Classroom or Group Activity Sheets/Workbooks

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 to watch during this time. The sleeping area is equipped with a projector & DVD player. You are welcome to bring any worksheets or notebooks for students to fill out after your program during your free time before bed. Please let your interpreter know in advance if you would like them to include any information specific to these worksheet activities during your program.

## 4. 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.

## 5. Dinner, Snacks & Breakfast, Mess Kits & 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 there are no on-site food preparation facilities (i.e. no stove or microwave available). We recommend easy-to-prepare items for dinner (e.g. sandwiches and veggies) and breakfast (e.g. cereal, muffins, fruit). Your group is responsible for bringing plates, bowls, cups, napkins, and cutlery.

You have access to:

- Tables & chairs
- Fridge for food storage (NO freezer)
- Electrical outlets (your own food prep appliances, such as slow cooker, coffee maker, kettle, toaster, electric griddle or "George Foreman"-style grill\*)  
\*Excluding BBQs or personal outdoor grills. These cannot be used on-site due to sensitive fire alarms.
- Firepit (weather-permitting) - Please consider bringing your own roasting sticks

Please inquire at the time of booking if you would like to request the fire pit

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, compost bins or blue recycling bins)

## 6. 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.

## 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)
- ✗ Food items to donate to the Zoo for the animals 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.

## 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 780-718-2695.

**Please note:** the interpreter will first try to contact you by email. They may also try to call the phone number you have provided. If you wish to leave an alternate 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 at the time of booking.

## 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 each month. You will

receive your invoice the same month as your program runs. For example, for a May booking, your invoice will be issued on 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 phoned in: 311 (1-780-442-5311 outside of Edmonton).

Cheques can be mailed to:

Citizen Services Payment Processing  
PO Box 2359  
19th Floor Edmonton Tower  
Edmonton, AB, T5J 2R7

## **Program Cancellation**

- You are required to submit written notice of cancellation of your programs by email to: [artsattractionsbookings@edmonton.ca](mailto:artsattractionsbookings@edmonton.ca).
- Programs cancelled with 30 or more days notice will not be charged the program fee or a cancellation fee.
- Programs cancelled with 8-29 days notice are subject to be charged 50% of the program fee, unless the cancellation is filled by a waitlisted group.
- For programs cancelled with 7 or less days notice, the full program fee will be charged.
- Programs run rain or shine. In the event of poor weather, you must email [artsattractionsbookings@edmonton.ca](mailto:artsattractionsbookings@edmonton.ca) if you are not coming.
- Programs cancelled due to severe weather conditions but are rescheduled within the current school year, or the upcoming school years fall term (Sept-Nov), will not be charged a cancellation fee.

## **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 they are not there, they 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! You will be arriving at the Zoo after-hours (once the Zoo is closed to the public), so they 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 they can wait until all members of the group have arrived. Alternatively, 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 Sandwich & Sons).

## **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, compost 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 11 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 tailored to meet your classroom learning needs. 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, time for supper and breakfast\*, and free time for a movie or games. Program can also include an evening campfire (depending on weather conditions.)

*Please Note: The program does not take place entirely in the dark, as a visit to the nocturnal wing is only one part of this program.*

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

*\*No meals are provided*

This program is offered Sept. - June on weekends only for groups.

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 an animal up close and personal, and participate in discussions 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 at the zoo! We'll also visit familiar and exotic animals from around the world that are most active at dawn and dusk and compare them to those most active during the day. Students will learn about the incredible lives of night creatures as we look at bats, owls and more.

### **Animals Around the World**

Get closer to animals from around the world! Students will discover exotic animals, as well as some closer to home, as they go on a globetrotting tour without ever leaving Edmonton. You will meet some of our animals up close 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/group 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 if you would prefer. 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. - June 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 the 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.

### **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 tour to see some of our indoor and outdoor animals, interpreter-led discussions about animal features and animal information, one or two small animal encounters\*, touching animal artifacts, and learning-based 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.*

Programs do not automatically include time for a snack or bathroom break, but this can be incorporated into your program, especially with Pre-S and K classes. Classes and groups are responsible for providing their own food and beverages. Please confirm with your interpreter when they call, or just prior to the start of your program, if you would like to include a mid-program break. The length of the program is not increased to accommodate the break.

## Questions?

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

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

You may also call the program coordinator at 780-718-2695.

*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.
- 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 the 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.