



## Cooking Programs at City Arts Centre, Millwoods or Clareview



**Thank you** for booking a cooking program with City Arts Centre! We are excited to share this arts experience 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:

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

### Locations

City Arts Centre is located at 10942- 83 Avenue.

Clareview Recreation Centre is located at 3804 139 Avenue NW.

Millwoods Recreation Centre is located at 7207 28 Ave NW.

Coronation Park Sport and Recreation Centre is located at 11160 135 St NW.

Your instructor will meet you at the front desk a few minutes before your program. Please note that City Arts Centre does not open to the public until 9am. If your program begins earlier than 9am, the door will be closed upon your arrival. Check in at the front desk upon arrival for Millwoods, Clareview, or Coronation.

## **General Field Trip Information**

### **Adult Supervisor Ratio**

Adult supervisors are admitted free of charge in the following ratios:

- Gr. K - 6: 1 adult per 5 children
- Gr. 7 - 9: 1 adult per 10 children

### **Group Size**

The **maximum number of children** permitted in a cooking 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.

### **Accommodations**

To help us deliver the best program we can, please inform us when you receive a confirmation email or phone call of any accommodations or inclusion requests.

Program content can be modified to include all students.

### **What to Bring**

- **Comfortable, closed-toed shoes.**
- In winter, bring **indoor shoes**.
- **Clothing that can get messy** or an apron/smock.
- **Name tags** for your students.

All tools and ingredients necessary to complete your projects will be provided by the City Arts Centre.

### **Contact Information**

We will contact you a week 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 us and have questions about your program, please call the program coordinator at 780-944-7594.

## **Payment & Cancellation Procedures**

### **Payment**

- The amount owing is shown on your program confirmation. **Payment is required prior to the program.**
- Groups exceeding the maximum number of students must book an additional program.

### **Cancellation Fees & Rescheduling**

- You are required to provide written notice of cancellation of your programs via email at [artsattractionsbookings@edmonton.ca](mailto:artsattractionsbookings@edmonton.ca).

- Programs canceled with 31 days notice or more will not be charged the programs fee or cancellation fee.
- Programs canceled with 8-30 days notice are subject to be charged 50% of the program fee, unless the cancellation is filled by a waitlisted group.
- For programs canceled within 7 days notice or less, the full program fee will be charged.
- Programs run rain or shine. In the event of extreme weather, you must call 780-944-7594 or email artsattractionsbookings@edmonton.ca if you are not coming. Programs canceled due to severe weather conditions then rescheduled within the current school year, or the upcoming school years' fall term (Sept-Nov), will not be charged a cancellation fee.

### **Program Descriptions:**

#### **1. Cupcake or Cookie Decorating (Gr. 4-9; Ages 8+)**

Program Length: 2 hours

A fun and yummy way to celebrate the holidays with your class! Step into our kitchen and learn how to create edible works of art for any holiday (Halloween, Christmas, Valentine's Day, Easter, Mother's or Father's Day). Students will learn the basics of decorative icing and piping under the guidance of a professional cake decorator. This program is also an exciting way to explore cupcake or cookie decorating for Career and Technology Foundations for junior high students.

Please inform us of any dietary restrictions at the time of booking.

#### **2. Bread Making (Kindergarten - Grade 4; Ages 4+)**

Program Length: 2 hours

Wheat is an important part of Alberta's rich history. Discuss the cultural connections Canadians have with bread. Step into our kitchen and learn how to make homemade bread from scratch. Students will learn the basics of bread making under the guidance of a professional baker. Take home a small loaf of bread to share with your classmates.

Please inform us of any dietary restrictions at the time of booking.

#### **3. Sushi Rolls (Gr. 5-8; Ages 9+)**

Program Length: 2 hours

Make a tasty connection to the curriculum by exploring an ancient technological innovation: sushi. While sushi is culturally connected with modern-day Japan, it originated in China in the 3rd century B.C. as a way of preserving fish using rice. During this fascinating and delicious program, we will talk about the cultural connections of sushi to Asia and expand our culinary skills by learning special techniques to roll and shape sushi rolls for the class to share.

Please inform us of any dietary restrictions at the time of booking.

### **Frequently Asked Questions**

#### **1) What happens if I need to be on the bus before my program is scheduled to end?**

We are happy to accommodate shortened programs. Please let your program coordinator know prior to or at the start of the program when you need to be on the bus so that they can plan accordingly.

## **2) What happens if we arrive late?**

Your program will start when you arrive at the facility booked, and will end at the scheduled end time indicated on your booking confirmation sheet.

## **3) What happens if I want to cancel/reschedule?**

If you want to cancel and/or re-schedule your program, please refer to the Program Cancellation policy section. You need to email the bookings office to officially cancel and/or re-schedule your program. Cancellation fees may apply. Even if you have already talked to your program coordinator prior to the program and have expressed interest in canceling/re-scheduling, you need to formally request a change to your program booking through the bookings office.

## **4) My students are used to regular snack and bathroom breaks. Can we have a snack/bathroom break in the middle of the program?**

Absolutely! Please include this request in "notes to instructor."

## **5) Is there a place for students to eat lunch at City Arts Centre?**

There are no indoor eating facilities available for large groups. There are some picnic tables outside for public use that can accommodate small groups. If you choose to use this space, please be considerate of other visitors, keep volume down, and leave the area clean and tidy.

## **6) Is there a place for students to eat lunch at Clareview Community Recreation Centre?**

There are tables, chairs and a cafeteria available for large groups inside. If you choose to use this space, please be considerate of other visitors, keep volume down, and leave the area clean and tidy.

## **7) Is there a place for students to eat lunch at Millwoods Recreation Centre?**

There are tables, chairs and a cafeteria available for large groups inside. If you choose to use this space, please be considerate of other visitors, keep volume down, and leave the area clean and tidy.