

Welcome to the Award Winning School Programs at Fort Calgary!

For Elementary Students, Before Arriving at Fort Calgary:

- Please hand out the 'Volunteer Adult Chaperone Procedure' sheet to your volunteer adult chaperones. Ensure you have one adult chaperone for every 6 children that are attending (1 for every 4 ECS students). There is a *maximum of 30* students allowed per program (20 ECS) Extra adults are welcome to attend. Due to safety concerns, we are unable to accommodate extra children (ie: younger siblings or babies). Please do not combine classes as it compromises program quality and student experience.
- Programs begin promptly at their start time. Please arrange your bus transportation to arrive on time taking into account weather and traffic. If you need a snack break, please call us ahead of time to request an early arrival. Please note that snack breaks cannot be accommodated during the programs.
- Indoor shoes are required for winter/rainy weather ("Roller skate" shoes are not allowed). A coat and boot room is provided in our Learning Centre.
- Student discipline during the program is the responsibility of the teacher and adult leaders. Adults and teachers are to remain with the children *at all times* including lunchtime and to accompany children inside the washrooms, gift shop and outdoors.
- Cameras and nametags are encouraged! Cell phones need to be set to silent. (Students will need to have their hands free and will be asked to give their personal phones, I-pods and cameras to adults during the program.)

Payment

- When you arrive, the facilitator will meet your class outdoors at the bus and will introduce themselves to the children while you pay at the front desk. Please organize the children *outdoors while waiting for your facilitator* to greet you, so as not to crowd our small lobby area.

The program fee is (per student): \$5.00 for a half day/ \$10.00 for a full day;

- You may request an invoice or pay by credit card or bring a cheque made payable to the Fort Calgary Preservation Society. The exception is *Canadian Communities Celebrate* and *Sketch It!*; each site will invoice your school separately following the program date.
- A \$50.00 fee will be charged to any school that does not give Fort Calgary three weeks cancellation notice prior to their scheduled program date. (Note: this does not apply to extreme weather cancellations).

Lunchtime

- Those that have booked a full day (*both* a morning and afternoon program for the same class) are welcome to stay for lunch in our Learning Centre. Lunch is approx. one hour between programs. Unfortunately, classes are not able to self-tour the museum during lunch hour, or after programs end. Please stay in the Learning Centre, gift shop or outdoors.

- Classes booked for a half day (morning *or* afternoon program) can eat their lunches outdoors or back at school. The exceptions are *Canadian Communities Celebrate* and *Sketch It!* students can eat lunch in the Learning Centre before going to their other site for the afternoon.
- There is a sink, water fountain, garbage and recycle bins, a mop and brooms for the class to use to clean-up. No food, drink (including coffee) or gum is allowed within the museum itself, (outside of the Learning Centre).
- Fort Calgary teaches responsible citizenship by recycling the juice boxes and cans disposed of during your visit. Please recycle during your stay at Fort Calgary. Fort Calgary also participates in the Waste Free Lunch program. Consider bringing a Waste Free lunch.
- Please pack lunches (adults and teachers too!) if you are staying for lunch. We *do not* have a microwave or cafeteria. Snack foods are available in the gift shop.
- In the unlikely event that your class should see or find something that appears unsafe, let Fort Calgary staff know immediately. We have a 24hour security guard and surveillance cameras designed to keep the public areas of our site safe.

Lunch Hour Activity Suggestions:

- 1) **Go outside!** Explore the history of Fort Calgary along the interpretive path. Play tag! Enjoy the fresh air! Walk in the gardens around the Deane House! Bring Sketchbooks! Eye spy! Take photos! We find that children really need that “recess” break and are able to stay engaged in the afternoon program with a little fresh air.
- 2) **Library and Activity Centre** filled with great books, board games, activity sheets, sketching materials and more for those -30C days!
- 3) Take the opportunity to go for a **bathroom break** and re-charge for the afternoon. Note that our washrooms are small so please visit in small groups with adults present.
- 4) **Visit the gift shop** in small groups with adults. Students focus best without sugar; candy is best saved for back at school or home! Check out our curriculum-based books and educational gifts: 15% off for teachers!

After the Program Ends

- Help yourself to materials and resources from our Teacher’s Resource Corner.
- Your facilitator will give you an evaluation form. Please fill it out and fax it back. Your feedback is very important to us and helps Fort Calgary to improve its school programs. We would love to see your photos! (We follow FOIP regulations)

For information about the site and its facilities, please refer to our website at www.fortcalgary.com. Questions regarding program content can be directed to Kelsey Ross, Education Coordinator at 290-1875 ext 232. For further information regarding your booking, *including making a change or cancellation*, please call Kristen Heembrock, Education Assistant and Booking Agent at 290-1875 ext. 227.

We are looking forward to seeing you and your class at Fort Calgary!
Kelsey Ross, Education Coordinator

Teachers: Please ensure your adult volunteers have a copy of this sheet prior to your field trip at Fort Calgary.

Volunteer Adult Chaperone Procedure



- Due to safety concerns and capacity regulations, we are unable to accommodate extra children on field trip days. This includes younger siblings and babies. Please arrange for childcare if you are volunteering to accompany your child's class to Fort Calgary.
- Student discipline during the program is the responsibility of you and the teacher. Adults are to remain with the children *at all times* including lunchtime and to accompany children on washroom breaks, in the gift shop and outdoors.
- Please pack a lunch as you are required to eat with the children at lunchtime. Consider packing Waste Free lunches. We *do not* have a cafeteria or microwave. Snack foods are available in the gift shop.
- Students focus best without sugar. Please save any candy you might buy for back at school.
- Cell phones need to be set to silent. Cameras are encouraged!
- Please model the museum behavior we try to teach the students by not shouting, touching, eating or drinking in the museum or leaving the group to explore on your own.
- Your participation will be needed during parts of the programs. Please be prepared to help with costumes or reading and writing.
- Our gift shop is always of interest! As there is no time to stop during the programs, if you wish to shop, please do so at lunch time or at the end of your program.



**Thank you for volunteering to keep these students safe and engaged! Your participation is the key to a successful day,
Kelsey Ross, Education Coordinator, Fort Calgary**