



PRE-VISIT CHECKLIST

Fort Calgary School Programs

In the days or weeks leading up to your visit please complete the checklist so you are prepared and know what to expect when you arrive at Fort Calgary.

- I have confirmed the dates & times of my programs, filled out the booking confirmation, and sent the sheet back to Fort Calgary via fax or email.
- I understand that I will be charged \$150 if I cancel without giving one month notice.
- I am adhering to the 30 student per program capacity (for a total of no more than 60 students from my school on one day).
- I understand I will be charged \$75 dollars for each student I bring over the 30 student capacity.
- I have 1 chaperone for every 6 students (1 for every 4 ECS students).
- I have referred to our confirmation sheet and know our program start time.
- I understand that we should arrive about 10 minutes before our program start time.
- I have saved Fort Calgary's number in case we will be late: (403) 290-1875.
- I know that I should have my students arranged in their classes outside by the School Program Entrance upon arrival at Fort Calgary.
- I understand that Fort Calgary cannot accommodate a snack before the programs start.
- I understand my students must bring indoor shoes during the winter and rainy seasons.
- I plan to bring nametags for my students to wear.
- I understand that our two options for lunch are to go outside or to play in the Learning Centre.
- I understand that if we are not visiting for the whole day my students must eat lunch at school prior to or following our visit.
- I understand that we cannot visit the museum during lunch or after our programs. If I want my students to see the museum, I have booked the 'Museum Tour' or 'Sketching' program.
- My chaperones know they cannot bring their other children on the field trip and that they must arrange for childcare if necessary.
- My chaperones know they will be expected to fully participate in the program activities, which may include leading a station or taking a group through the museum.
- My chaperones know they need to bring a lunch for themselves.
- I have discussed our schools' photography policy with my chaperones.