



# TEACHER GUIDE

2019-2020 School Programming  
Information, FAQs and Policies



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# Plan Your Field Trip

## Programs at FortWhyte

Discover our diverse array of hands-on education and recreation opportunities for your class:

- All programs are listed on our website by grade level, [start exploring here](#).
- Download our [School Programs Brochure](#)

## How to Book

- Please submit an [online booking form](#) to begin the bookings process.
- Bookings will be made on a first come first serve basis and CANNOT be booked over the phone.
  - All of the information on the booking form must be completed before a space will be held.
- When booking your programs, keep in mind the current school year timetable including days off for students, winter and spring break, and report card weeks.
  - Booking your programs on well-timed dates will make the FortWhyte Alive experience much more enjoyable for you and your students.
- In order for us to best serve your group, please make us aware of any special details such as time constraints or students with additional support needs prior to arriving for your field trip.
  - See 'Accessibility' section below for more information about available support for your students
- Winter bookings will be processed after October 15, 2019 to allow sufficient time to schedule fall program bookings.
- Spring bookings will be processed after January 3rd, 2020 due to planned renovations on our Interpretive Centre.



## Accessibility

FortWhyte Alive is wheelchair accessible, and offers a range of services for students with additional needs. These services can be explored below. For more information about accessibility at FortWhyte Alive or to discuss in detail how we might best cater to your specific needs, please contact the [Group Services Coordinator](#).

### General Accessibility

- Step-free access is available in all buildings.
- Service animals are welcome with appropriate documentation. Be aware that FortWhyte Alive is home to predatory wildlife and ensure the safety of your animal.
- Wheelchairs are available to borrow during your visit.
- Accessible parking is available. We have a limited number of parking bays available for visitors who are pass holders.
- Accessible washrooms are available each of the public buildings on our site. A private washroom is available by request to our bookings office, subject to availability. Please enquire with our booking coordinator about this option.
- Emergency procedures for the safe evacuation of people with disabilities have been organized by FortWhyte Alive. Please contact us if you would like further information on our procedures.

## Essential Information for Parents/Guardians

A summary of information that should be shared with parents/guardians includes:

- The seasonally appropriate Student Packing List (Page 9)
- Trash Can Jam lunch Challenge resources for mandatory participation (Page 6)
- Poison Ivy + Tick precautions and informational web links (Page 11)



## Lunch at FortWhyte Alive

### Trash Can Jam Lunch Program

Starting September 2019, we're excited to announce all groups staying for lunch will participate in the Trash Can Jam Challenge!

#### A Fresh Perspective on Garbage

- We want waste reduction to be accessible for all students. That is why we will focus on the message, and not the amount of trash in the can. We want to help your students to make the choice to reduce, reuse and recycle every day.

#### Start the Conversation in the Classroom

- *What happens to your wrapper after you throw it out?* From math to science and art, unique opportunities for learning can be uncovered by taking a closer look at what we are throwing away. Check out our [Trash Can Jam educational resources on our website for activity ideas](#).

#### Trash Can Jam in Action

- Before your lunch begins, FortWhyte Alive staff will introduce the Challenge, provide instructions for sorting waste. A 5 litre pail will help students see how much garbage heads to the landfill. After lunch, we will check in and get your students engaged with some thinking questions that can spark future action.

## The Buffalo Stone Cafe

Please have the students bring their own bagged litterless lunches as our onsite Cafe cannot accommodate school groups.

Outside food is not allowed in the Cafe.



## Catered Lunches

Bagged lunches are available from our catering service to be ordered in advance. Our bagged lunch option is \$11 per person, plus taxes and gratuities. Lunches must be ordered at least 2 weeks in advance of the trip date, with final numbers confirmed 1 week before. Please contact [bookings@fortwhyte.org](mailto:bookings@fortwhyte.org) to inquire regarding lunches.

## Lunch Spaces

Lunch spaces can be inside or outside, depending on our scheduling. Lunches are scheduled for 30 minutes following or prior to your program. These are shared spaces so please ensure you are respectful of your time slot as another group may be using it before or after you.

## Gas Barbecue and Fire Pit Rentals for Lunch

FortWhyte has both a Barbecue and fire pits that are available for rent to add to your trip/lunchtime.

A Barbecue Rental is \$28.00 for up to a half day. You are required to bring all the necessary supplies you need to grill including BBQ utensils. The rental includes the grill, propane (on a gas line), and a folding table set up for you to use.

A Fire Pit Rental is \$17.00 for up to 2 hours. The rental includes matches, fire starter, tinder, kindling and firewood. You may bring your own roasting sticks, and FortWhyte can provide marshmallow-roasting sticks upon request. We ask that you use these sticks for marshmallows only. Please bring your own sticks for other items such as hot dogs.

Please request these rentals in an email to the Group Services Coordinator. Rentals are subject to availability.





## Snacking at FortWhyte

Please ensure any snacking happens at the school prior to departure. Our activity-filled programs do not allow for eating before or during your program.

FortWhyte does not have any drink/food machines on site.

## FortWhyte Alive Location - 1961 McCreary Rd.



Please note at which location your field trip is located!

- Most programs will begin from our main entrance at 1961 McCreary Road
- 'From Farm to Fork' programs will occur at FortWhyte Farms





## Prepare for your Visit

### Student Packing List

We always go outside – rain, snow or shine! Make sure you dress for the weather. Programs will be modified in extreme weather conditions, however there is always an outdoor component to every program.

#### For Spring programs:

##### **EACH STUDENT SHOULD BRING:**

- Water
- Sunscreen
- Bug Spray
- Hat
- Rain Jacket
- Rubber Boots
- Extra pair of Socks

#### For Fall programs:

##### **EACH STUDENT SHOULD BRING:**

- Water
- Sunscreen
- Bug Spray
- Warm Jacket
- Hat/Toque
- Mittens
- Boots/Rubber boots

#### For Winter programs:

##### **EACH STUDENT SHOULD BRING:**

- Water
- Sunscreen
- Winter Coat & Pants
- Toque, Scarf & Mittens
- Warm Boots
- Extra Sweater
- Long Underwear



## Group Divisions for Guided Programs

### Fall/Spring Field Trips:

Class control is the responsibility of the supervisory adults. Students should always be divided into groups of 15 or less prior to arrival at FortWhyte Alive. Required number of groups are indicated under your program details.

One supervisory adult per every 15 students is required. **Group divisions are subject to change upon arrival.**

### Winter Field Trips:

Class control is the responsibility of the supervisory adults. Students should always be divided into groups of 20 or less prior to arrival at FortWhyte Alive. Required number of groups are indicated under your program details.

One supervisory adult per every 20 students is required. **Group divisions are subject to change upon arrival.**

## Field Trip Enhancement Kits

A FortWhyte field trip does not stand alone, but is enhanced by your hard work in the classroom both before and after the trip.

Our Field Trip Enhancement Kits are full of fresh teaching ideas to help students get the most out of their FortWhyte experience. Each program's specific resource includes book lists related to program content, links to helpful websites, and many lesson ideas with outdoor teaching and Indigenous connections.

Find Field Trip Enhancement resources online, included below each school program description. Visit [www.fortwhyte.org/schoolprograms](http://www.fortwhyte.org/schoolprograms).



## Poison Ivy and Ticks

As students will be exploring forested and long-grass areas, please make sure your students are prepared for poison ivy and ticks by taking the following precautions such as long pants, covered ankles and closed toe shoes. This will help avoid injury as well as protect from both ticks and poison ivy.

Due to the possible contact with poison ivy and ticks, please have parents to review the following web resources:

**Poison Ivy:** <https://www.canada.ca/en/health-canada/services/home-garden-safety/poison-ivy.html>.

**Ticks in Manitoba:** <https://www.gov.mb.ca/health/publichealth/cdc/tickborne/index.html>

## Day of Your Trip

### Payment Information

#### Payment - Reception Centre Drop-off

Prepare yourself for payment with the total number of students in your group, the total number of supervising adults, and your method of payment.

This information will need to be provided at the Front Desk of the Alloway Reception Centre:

- Your final number of students (you will only be charged for the students that are present, provided that the minimum fee is met)
  - If you have fewer than the student minimum, you will be charged the minimum fee for your program(s).
- Number of supervising adults - we allow up to 1 adult per 4 students for free with the trip. Any adults over this ratio are charged a fee of \$7.50 each. This is excluding 1-on-1 EAs as they are free of charge.
- Payment method



Payment methods include: Cash, Visa, Mastercard, American Express, and cheques.

- **Cheques made out for the incorrect dollar amount are not accepted.** The school will be invoiced for the correct total.

If your group is approved to be invoiced, we will collect the number of students and the school will be invoiced directly for a \$10 fee.

### Payment - FortWhyte Farms Location Drop-off

If your program and drop-off is not at the Reception Centre, your group will be automatically invoiced for payment. Please provide your final number of students to your FortWhyte Interpreters so this may be organized and mailed to the school

### Does FortWhyte accept Purchase Orders (P.O.s)?

Yes, your school or division can send a P.O. for payment of the trip. Please have the P.O. emailed to [smkay@fortwhyte.org](mailto:smkay@fortwhyte.org).

### When will an invoice be sent?

Invoices can take several weeks to be processed through FortWhyte's accounting department, especially during peak field trip seasons. Invoices are sent through the mail when complete, unless otherwise requested to be sent by email per the booking teacher.

**If your payment is time sensitive, it is recommended to use a different form of payment at the time of the trip such as credit, debit, etc.**



## Arriving for a Guided Program(s)

Prior to arriving for your FortWhyte field trip, please ensure you have reviewed your confirmation, this document, and your **Field Trip Enhancement Kit**. Please ensure this information is shared with all your colleagues so they may be prepared as well.

For all programs except “From Farm to Fork”, please have the bus drop you off at our Alloway Reception Centre. Upon arrival, you may expect:

- To be greeted by a FortWhyte Staff and be prompted to:
  - Divide into the requested number of groups
  - Organize payment at the front desk reception. Please be prepared with the final number of attending students.
  - Asked to confirm the departure time of the bus.
- After organizing payment, join back in with your group.
- Following a whole group introduction by the FortWhyte staff person, your smaller groups will be sent with their individual FortWhyte Interpreter to begin the program
- The students will carry their backpacks to a (shared) space where they can place them for the duration of the program
- The FortWhyte Interpreter will gather the students in an ‘introduction’ where they will introduce themselves, review our Rule of Respect behaviour policy, and introduce key concepts that they will be learning throughout the program.
- The FortWhyte Interpreter will then guide your group through hands-on programming and experiences through our site.
- All small groups will meet back up before the end of the program and the FortWhyte staff person will review some key take-away concepts and have the students thank their teachers and volunteers.



## Expectations of your FortWhyte Interpreter

During your guided program, the following items are the responsibility for your FortWhyte Interpreter

Your Interpreter will:

- Introduce themselves
- Outline rules that students will be following today
- Ensure that students receive a high quality educational experience
- Do their reasonable best to maintain the safety of the group at all times
- Never be alone with a child
- Be aware of changing or bad weather conditions
- Enjoy their job!

## Expectations of the School Supervising Adults:

During your guided program, the following items are the responsibility of the school chaperone:

- Frequent head counts during the program
- Ensuring that students follow school rules
- Ensuring that students follow the Rule of Respect (FortWhyte's behaviour policy)
- Taking the lead in behavior management
- **Group control is NOT the responsibility of your interpreter**
- Staying at the back of the group to ensure everyone stays together
- Returning to the Interpretive Centre or Alloway Reception Centre with a student that may require first aid or a bathroom
- **Having a great time!**





## Arriving for a Self-Guided Program

Self-guided programs are led by teachers, with the help of fun and engaging resources from us! This program is a great addition to a guided program, or as a standalone experience. Students will love the flexibility of exploring FortWhyte at their own pace!

**Please review Field Trip Enhancement Kit** sent prior to the visit to help prepare for leading your students. The kit should be shared with participating teacher so that they may be prepared as well.

Upon arrival, please expect:

- To organize your group outside of the Alloway Reception Centre and to send the booking teacher the front desk to arrange payment.
- After organizing payment, the front desk ambassador will ask that students are lead to the Interpretive Centre where you will retrieve your 'Self-Guided Kit'.
  - This package will have a form on the top that will say your group name, your lunch spot and any additional information that you need to know.
  - Please follow the allocated time slots for activities (if applicable) as this will enhance every student's experience at FortWhyte during your visit.
  - Have a look through the provided materials so that you can plan your visit.
- Back-packs may be left in the designed space as indicated by the self-guided form. Bags should be tucked neatly against the wall as all rooms are shared spaces.
- Please share FortWhyte's Rule of Respect behavioural policy with your students.
- Enjoy your experience!



## Drop-off/Pick-up

Please confirm arrival and departure times with your transportation service in advance. Bus pick-up time is at the end of your scheduled program or booked lunch time.

- Ensure that your transportation service knows which location to drop your group off/pick up your group.

If you wish to stay longer, this is considered a self-guided visit at a cost of \$2.50/student in combination with a guided school program.

## Bus Arriving Early/Late

If your transportation drops you off significantly early for your program, you are encouraged to take your group to see the prairie dogs near the parking lot or to visit the Sod House. Groups will not be permitted to wait inside the Alloway Reception Centre before or after their program. Programming begins promptly at the scheduled time.

If your transportation causes you to arrive late for your program, FortWhyte Alive will not be responsible for extending program length to account for late arrivals. FortWhyte Staff will do their best to provide a quality program within the remaining scheduled time.

If you wish to stay for a visit after your program, this is considered a self-guided visit which is \$2.50/student in combination with a guided school program. This should be booked in advance of your visit.

## Late Participants

Participants that arrive late must be handed directly from the parent/guardian to the teacher - FortWhyte Alive will not accept late participants into our care in order to find the location of the group. It will be the teacher's responsibility to connect late participants with their group.

If a supervising adult is late to arrive, their name must be left with the front desk and it will be the teacher's responsibility to connect the adult with the appropriate group.



## Winter Program Weather Alternatives

In case of cold weather, we make several changes including added warm-up breaks between outdoor activities, shortening the outdoor time, moving activities out of wind, as well as including an extra indoor activity which is dependent on the program.

When attending on very cold days, it is important to make sure the students are dressed properly for the weather including face coverings, extra socks, and other appropriate gear. We have a limited library of cold-weather items that students may borrow from. All adults attending the field trip must be equally prepared to be outside as well.

## Paddling Programs

### Location Drop-Off

Your location for drop-off will be included in your confirmation email.

### Paddling Additions to the “Student Packing List”

If participating in a FortWhyte Paddling Program, please add the following items to the “Student Packing List”:

- FortWhyte Water Liability Waiver (sent with confirmation).
  - **A signed waiver is mandatory for participation in paddling programs.** A school liability waiver cannot be used in lieu.
- Extra change of clothing

### Paddle Program Adult Supervision

Your supervising adults must be prepared to be out on the water in the watercraft to manage group behaviour during the program.



## Water-based Program Cancellation Policy

We reserve the right to cancel, postpone or shorten water-based programs due to adverse weather conditions (wind, rain, lightning, etc.) We will provide dry-land programs when appropriate. You will be notified by the provided phone number and email as soon as possible.

## FortWhyte Alive Policies

### Program Cancellations

We DO NOT cancel programs. We do have some alternate indoor activities to minimize outdoor time in the event of extreme weather conditions. Groups cancelling at least 14 days in advance of their program will not be charged. All groups failing to show or cancelling within 14 days will be charged 50% of the total fee.

### Reception Centre Policies

The Alloway Reception Centre houses the reception desk, the Nature Shop and the Buffalo Stone Cafe. To minimize noise disruptions in the Shop and Cafe, Groups are asked to respect the following policies:

- Groups should stay outside the front doors while a representative organizes payment and scheduling with the front desk.
- Groups who arrive early for their program will not be permitted to wait inside of the building, rather are encouraged to visit the Prairie Dog Mound or Sod House while they wait.
- Groups are not permitted to eat lunch inside the building unless all of the lunches are purchased from the Buffalo Stone Cafe.
- Students are allowed into the Nature Shop in groups of four with a supervising teacher, and must leave all backpacks outside of the store.
- Groups will not be permitted to linger inside of the building when waiting for their transportation to pick them up, rather are encouraged to visit the Prairie Dog Mound or Sod House.



## Cancellations Due to Extreme Weather

FortWhyte never cancels a program due to weather. We do modify programs including more indoor time, alternative activities and breaks, but our programs are outdoors and the students should be prepared for the weather with proper dress and layers. If there is inclement weather such that buses will not drive or roads are closed **the day of** the field trip, you may phone **the day of** and cancel penalty free.

## Bringing Valuables to FortWhyte

Backpacks and bags are kept in shared, public spaces. We do not recommend bringing any valuables.

Many of our programs take place around the water, forest foliage, and tall grass, and snow. We do not recommend bringing any electronic devices with you on the program due to the high likelihood of loss.

## FortWhyte Behaviour Policy

### Rule of Respect

FortWhyte Alive expects all group participants and supervising adults to adhere to our 'Rule of Respect'.

- Everyone must show respect to other people
  - Other people include interpretive staff, group leaders, other groups and other students within your group
- Everyone must show respect to nature and the indoor exhibits.
  - Guests must leave our outdoor spaces the way that they find them.
  - Guests must give wild animals their space try without trying to pet or feed them.
  - Trail treasures must be left where they are found and nothing is to be taken away from FortWhyte Alive.
  - Guests are expected to treat indoor exhibits with care.



## Adult Supervision Policies

### Ratio/Fees

FortWhyte requires a minimum of 1 adult per 15 students, and allows a maximum of 1 adult per 4 students for free with the trip. Any adults over this ratio are charged a fee of \$7.50 each. This excludes 1-on-1 EAs as they are free of charge.

### Expectations of Supervising Adults

Please ensure that all students enjoy their field trip by:

- Doing frequent head counts during the program
- Ensuring that students follow school rules
- Ensuring that students follow the Rule of Respect
- Taking the lead in behavior management
- **Group control is NOT the responsibility of your interpreter**
- Staying at the back of the group to ensure everyone stays together
- Returning to the Interpretive Centre or Alloway Reception Centre with a student that may require first aid or a bathroom
- **Having a great time!**

### EAs/Support Staff

FortWhyte welcomes all EAs and support staff with your trip. 1-on-1 EAs/support staff are not counted towards your adult supervisor ratio, and are always free of charge.





## Smoking/Vaping

Smoking and Vaping are allowed in the designated area beside the Butt-Stop disposal beside the Accessible parking spaces in the Alloway Reception Centre parking lot. Smoking and Vaping are not allowed anywhere else at FortWhyte Alive. Marijuana use is not permitted anywhere at FortWhyte Alive.