



Lake Laurentian Conservation Area – Outdoor & Environmental Education Booking Form

Note: all visits **must be** confirmed with the Environmental Education Program staff. Please return the completed booking form **within 2 school days** to Daniela.Stuewer@ConservationSudbury.ca in order to hold your booking. A confirmation email will be sent upon receipt.

Group Information

Requested date of visit: _____ Group/School: _____

Contact Person: _____ Phone No.: _____

Address: _____

E-mail (primary contact): _____

Arrival time: _____ Departure time: _____

Total no. of Students: _____ (Max. 30/group) Total no. of Teachers/Volunteers (no charge) _____

Pizza Lunch (Yes/No) _____ (Teachers please collect pizza money in advance)

Program Information

Teacher/Group Leader	Grade	Language	# of students	Program Choices

(Please contact program staff to verify number of available educators for your requested date)

Learning objectives of your visit:

Please indicate any safety/medical concerns or special needs our staff should be aware of (please indicate which class):

Conservation Sudbury promotes a nut-free environment at Lake Laurentian, however, we cannot guarantee a nut-free environment. We ask all children to bring food that is free from nuts or nut products.

Any group cancelling a visit to Lake Laurentian 10 school days or less prior to the visit, will be charged a cancellation fee equal to 50% of the estimated fee. Special exemption is given when school buses are cancelled due to inclement weather. Exemption also applies to cancellations made the afternoon prior to or morning of a visit, due to severe weather warnings.

Fruit juice freezies (in spring only) and pizza* are available for sale at your request.

* Pizza is available Wednesday-Friday and is ordered on demand; if your group would like a pizza lunch (\$1.50/slice), please call or email before the confirmed date to advise us of the number of slices required. Teachers will be responsible for distributing pizza.

PLEASE ENSURE ALL PARTICIPANTS HAVE PROPER OUTDOOR CLOTHING AND FOOTWEAR AS WE WILL BE SPENDING MOST OF THE TIME OUTDOORS - IT IS ESSENTIAL FOR A POSITIVE OUTDOOR EXPERIENCE FOR YOUR STUDENTS. FOR SAFETY REASONS, STUDENTS WHO ARE NOT PROPERLY DRESSED WILL NOT BE ABLE TO PARTICIPATE IN OUTDOOR PROGRAMMING.

Lake Laurentian Conservation Area Student Supervision Policy

Teachers and adult helpers are welcome to participate and learn along with their students. Our Guides are here to provide engaging programming to visiting classes. In order to ensure that this is possible, however, teachers are reminded to remain with the class during the program to maintain respectful student behaviour. Student discipline is the responsibility of the teacher in accordance with school board policies.

- I have read and agree to the above Student Supervision policy
- I have informed other accompanying teachers of the above Student Supervision policy

Signature

Date

Thank you for booking your visit to Lake Laurentian Conservation Area!

Office Use Only:

Date of Confirmation (yyyy-mm-dd): _____

Confirmed by: _____

Estimated Fee*: _____

** Please note: Schools will be invoiced following their visit for the number of students that were booked. We will allow for up to a 15% variance in number of students attending. For larger group bookings, we reserve the right to request a 50% deposit in advance.*

Conservation Sudbury
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