



Booking Form – Schoolyard Programs provided by Conservation Sudbury Environmental Education Team

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: _____ School: _____

Contact Person: _____ Phone No.: _____

School Address: _____

E-mail (primary contact): _____

Program Information:

*****please choose a maximum of two consecutive teaching blocks**

Times of teaching block at your school	Teacher/Group Leader	Grade	Language	# of students	Program Choice
TEACHING BLOCK					
TEACHING BLOCK					

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

Learning objectives of your schoolyard visit:

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

Any group cancelling a schoolyard visit 10 school days or less prior to the visit, will be charged a cancellation fee equal to 50% of the fee. Special exemption is given when school buses are cancelled due to inclement weather, as programs will be cancelled. This exemption also applies to cancellations made the afternoon prior to or morning of a visit, due to extreme weather.

Please email or call the Education Program Manager at (705) 674-8904 to reschedule in the event of cancellations due to weather.

PLEASE ENSURE ALL PARTICIPANTS HAVE PROPER OUTDOOR CLOTHING AND FOOTWEAR AS ALL PROGRAMMING WILL BE OUTDOORS - IT IS ESSENTIAL FOR A POSITIVE OUTDOOR EXPERIENCE FOR YOUR STUDENTS.

Schoolyard Information

We are so very excited to come out to your school and meet and play in your schoolyard! To make this the best possible experience for your students, we have a few questions regarding your schoolyard to give us a better idea of which activities would be the most appropriate for your space. **Please answer as completely and thoroughly as possible.**

1. Are there any trees in your school yard? _____
Please tell us about your trees: can you estimate about how many there are (e.g. 1-10, 10-25, 25+)?
Are they spread out around the schoolyard or all in one area? Are there a variety?

2. Is there any other vegetation in your schoolyard that students may be able to interact with? (e.g.: bushes, tall grasses, flowers etc.)

3. Is there a green space attached to your school yard which we would have access to with the students during our visit? (forest, small wooded area, trail?)

4. Assuming there is no recess going on at the time of programming, is it possible to have access to the entire (or majority of the) schoolyard, or will we be required to stay in a set area? (Depending on the program, some activities work better if we can visit other parts of the schoolyard).

If we are required to stay in a set area, could you estimate the size of the space?

5. Will the students have access to found natural materials (e.g. twigs, leaves, dry grass, stones, pinecones etc.) for activities?

6. Please share any other details about your schoolyard that may help us customize our visit and create the best possible experience for the students.

Conservation Sudbury Schoolyard Program Student Supervision Policy

Teachers and educational staff are both welcome to and encouraged to participate and learn along with their students. Our Environmental Education Team are there to provide engaging programming to 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 participating teachers and educational staff of the above Student Supervision policy

Signature

Date

Thank you for booking your schoolyard visit!

Office Use Only:

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

Confirmed by: _____

Fee*: _____

** Please note: Schools will be invoiced following our visit. An additional fee of \$0.66/km will be applied to schools that are further than 25 km from the Lake Laurentian Conservation Area. Please note that the fee is only applied to any kilometers over and above 25 km radius.*

Conservation Sudbury
Lake Laurentian Conservation Area
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