

Field Trips to ABNC - What to Know

Allan Brooks
NATURE CENTRE



Thank you for booking a Field Trip to Allan Brooks Nature Centre! We look forward to having you visit soon! Below you will find important information regarding your upcoming program.

- Field trips to ABNC include indoor and outdoor activities.
- Our programs are led by our ABNC Interpreters, a mix of staff and volunteers.
- Field trips run for 2.5 hours. Students will participate in 4 activities (of your choice) and a snack/ lunch break (~20-25 minutes). During their snack/ lunch break they are welcome to play on our Nature Playspace.

Covid-19 Health and Safety Protocols:

- Group sizes are being reduced. Only 1 school program will run onsite at a time.
- Programs will be kept separate from general centre visitors and guests.
- **Face masks are required to be worn by everyone in grades K and above (other than those medically exempt) when indoors.** They are not required for preschool students (recommended if possible). Masks do not need to be worn during lunch/ snack break.
- ABNC Interpreters will perform a daily health check. They will not work if they have any symptoms of Covid-19 or are sick.
- ABNC Interpreters will wear face masks when indoors or in close contact with groups.
- ABNC Interpreters will follow proper handwashing, sanitizing and hygiene protocols. Hand sanitizer will be used before touching classroom equipment.
- Materials that are required to be touched by students (ie. equipment) will be disinfected before next use and students will be required to hand sanitizer or wash hands prior to use.
- Frequent and supervised hand washing for all students with warm water and soap, and paper towels. Hand Sanitizer will be available when hand washing is not.
- Hand-hygiene stations (including an outdoor hand-washing station) will be set up so that children/ teachers can clean their hands easily.
- ABNC has increased Covid-19 Cleaning Protocols. Main touch points are cleaned daily.
- Our Natural Wood Playground will be open, and used at your own risk. It will not be cleaned.
- If a child shows symptoms while at a program:
 - The child will be immediately separated from the other students and staff, in a supervised area. They will not be able to continue participating in the program.
 - The teacher will be required to notify the child's parents.
- **ABNC will not allow a school to visit that has a confirmed Covid-19 exposure, within 7 days of the exposure date.** The program will be rescheduled or cancelled.
- **ABNC will allow a school to visit 7 days after the exposure, provided that the Interior Health Authority has cleared the school to have guests and travel.**
- In the event of an outbreak in a school, ABNC will reschedule or cancel the program(s).
- If the school would like to rebook ABNC will need confirmation from the Interior Health Authority that the outbreak is over.

Program Information and Requirements:

- Please arrive at Allan Brooks Nature Centre 10 minutes **before** your set program start time and allow for 10 minutes after the program ends for your bus to pick you up. Our address is [250 Allan Brooks Way, Vernon, BC V1T 9L4](#).
- Your bus can park/ drop you off in the parking lot. Walk your class up the driveway to our outdoor picnic shelter.

- The picnic shelter will be your classes “homebase”. Students can leave their belongings here for the duration of the program.
- ABNC Staff are not responsible for student supervision. 1 chaperone (Parent or teacher) is required for every 10 students. Please ensure parent chaperones are prepared to control their group.

Before your visit:

- ☐ **Select 4 activities for your students to participate in during their field trip to ABNC.**
 - Activities lists can be found at <https://abnc.ca/programs/field-trips-at-the-nature-centre/>. Please send your 4 selections to education@abnc.ca a minimum of 2 weeks before your program date. If we do not receive your selections, ABNC educators will choose 4 activities that we think will work best for your grade level.
- ☐ **Complete your payment. We are now requiring payment prior to the start of your program. You will be charged for the number of students that you booked for.**
 - **Review your invoice:** This invoice is based on the total number of students booked for the program. There is no cost for teachers or one-on-one aides.
 - **Make your payment:** We request that payment is received at least two weeks before the scheduled program date. You may pay by check or credit card (over the phone). If there are any changes in student numbers or arrival/departure times, or you need to cancel/reschedule, please let us know ASAP. Call 250-260-4227.
 - **Need to cancel?** If your school cancels a program less than 2 weeks before the date of the trip, the school will be charged a \$50 administrative fee per program. You will not be charged to reschedule. Our educators are accustomed to modifying programs due to weather conditions, but will cancel if conditions are unsafe. If the weather causes ABNC to cancel a program, we will attempt to find an alternate date or will refund the entire program fee. Please consider rescheduling before cancelling a date.
- ☐ **Prepare your students:**
 - ☐ **Plan for the weather:** Unless there are extreme weather conditions, ABNC programs operate rain or shine! Please prepare your students by telling them and/or their parents to dress for the weather and check the weather forecast as your program approaches.
 - ☐ **Bring water and a snack/ lunch**
 - ☐ **Encourage respect for all life:** One thing we hope visitors learn is respect for the great variety of wildlife and plants that call ABNC home. Please help us remind students to:
 - Stay on the trail.
 - Not pick or collect any flowers or plants unless instructed to by an ABNC Interpreter.
 - Treat ABNC like an Outdoor Classroom rather than a play space.
 - Be gentle and kind with all living things.
 - Not to throw any garbage or gum on the grounds.
- ☐ **Assign your chaperones:** ABNC requires a chaperone or teacher for every 10 students for support and supervision. Please remind parent volunteers that they must be in control of their group.

- ❑ **Split your groups:** Please be prepared by having each class divided into 2 groups.

After your visit:

- ❑ **Complete your teacher survey:** This helps us to hear more about your experience and improve our programs. We will send you an online survey to complete after your program is complete.

Your continued support of the Allan Brooks Nature Centre is greatly appreciated! We hope to see you again soon!