



## Booking Information & Cancellation Policies

### Module Booking Information

When you contact an Educator to book a field trip to **rare**, you will be provided with potential dates for your visit. These dates will be held for you for one week (seven days). Once you have settled on a potential date, we will provide you with our Module Booking Form to complete your booking. Once we have received your completed Module Booking Form, our cancellation fee comes into effect, as outlined below under “School or Group Cancellation Fee”. If we have not received the completed Module Booking Form within seven days of providing you with potential dates for your visit, those dates will once again become available to other schools for booking their visit and can no longer be guaranteed to you as available.

For Snowshoe or WCDSB KG programs, when you contact us, you will be sent a link to a booking page for those programs. Once you have chosen your date and made your booking, our cancellation fee comes into effect.

### Weather Related Cancellations

At present, several education modules at **rare Charitable Research Reserve** do not possess the necessary infrastructure to provide adequate shelter during severe weather conditions. We, **rare**, reserve the right to cancel school modules if inclement weather is forecasted. Teachers and group leaders will be notified two days before a scheduled module via email explaining the reason for a possible cancellation. Teachers and group leaders will then be notified by 8am the day of a scheduled module with a final decision regarding the cancellation. Modules may be cancelled if any of the following weather trends are observed:

- Weather Network and Environment Canada precipitation radar showing 80-100% chance of heavy rain and/or thundershowers the day of scheduled module.
- Wind speeds forecasted at 60km or greater (Gale Force Winds)
- Heat and Humidity (Humidex) of 40 °C or above on [weather.gc.ca](http://weather.gc.ca) for the Region
- Air Quality Health Index is at a 10 or above
- The temperature drops, or is expected to drop below -10 °C
- The temperature feels like -15 °C with wind chill
- Forecasted weather conflicts with specific schoolboard policies

If a trip has been cancelled due to severe weather conditions, a new date may be agreed upon with the school or group if there is available space during the current module season. Groups may also cancel earlier than previously described to accommodate necessary cancellation of transportation arrangements.

### School or Group Cancellation Fee

School modules at **rare** are booked on a first come, first serve basis. Module bookings are designed to be flexible to meet the needs of a particular school's schedule. To ensure that our seasonal trip schedule is filled we require a 2 week cancellation notice if a school or group needs to cancel for whatever reason. If a school or group cancels the trip for a non-weather related reason without

providing a two weeks notice, there will be a **\$55.00 cancellation fee** billed to the school to cover administration costs. The cancellation fee will be waived if a school or group successfully secures an alternative date.

Thank-you for your understanding; this policy has been put in place due to several last-minute cancellations by schools during previous module seasons.

### Minimum Charges

A minimum fee of **\$135.00** will be charged for any school or class visiting **rare**. This fee is based on a minimum of **15** students at **\$9.00** each. A minimum fee of **\$150** will be charged for the Animals in Motion and Pollinators in Play modules based on a minimum of **15** students at **\$10.00** each.

### Bus Scheduling

It is your responsibility to coordinate the availability of a local bus company to provide your students with transportation to and from **rare**. Sharp Bus Lines provides schools who visit **rare** with a preferential rate, you can book your trip with Sharp by phone at (519) 896-2822 or by e-mail at [kitchener@sharpbus.com](mailto:kitchener@sharpbus.com).

If **rare** is subsidizing transportation for your visit, we will in most cases, directly work with the bus company to book your transportation to and from **rare**. We will also pay the charter company directly.

### Adult Supervision

The **rare Charitable Research Reserve** requires specific ratios for adult supervision to ensure the safety and protection of all participants. Between JK to Grade 1, there must be a 1:7 ratio (one adult per every seven children). Between Grade 2 and Grade 8, there must be a 1:10 ratio (one adult per every ten children). Between Grade 9 and Grade 12, there must be a 1:10 ratio (one adult per every ten children).

Please note that teachers, adult supervisors and **rare** educators are all counted in our adult supervision ratio.

Teachers and adult supervisors are required to:

- remain with their assigned students at all times
- be responsible for the behaviour and discipline of their students at all times

The **rare Charitable Research Reserve** is an outdoor extension of your classroom and as such, classroom rules of conduct are in effect throughout the duration of your visit. For the safety and enjoyment of your class and our visitors, all children must be closely supervised at all times while visiting the reserve. Rowdy, disruptive, or violent behaviour will not be tolerated and if a group becomes disorderly during a module, the group may be asked to leave without a refund.

All teachers and adult supervisors will help staff ensure that the following rules are followed by all students during their visit:

- Students must stay within their designated groups and within sight of adult supervisors at all times
- Students must stay on the trail throughout their visit unless explicitly directed by staff
- Foraging and picking of plants will not be permitted on the property
- Students must ask/tell their teachers or adult supervisors before using the washrooms

### Subsidies

Subsidies may be available for schools or youth organizations in Waterloo Region that find module fees or transportation a barrier to participation. You can contact the Senior Educator to discuss how **rare** might be able to accommodate your group.

### What to Bring and Wear

Depending on the activity or module, students may be required to bring the following items:

- Adequate footwear (**closed-toed shoes at all times**), rubber boots, running shoes, etc. This will depend on the season and current weather trends. Flip flops, crocs and opened toed shoes are not permitted.
- Water bottle
- Sun Hat and Sunscreen
- Extra clothing & socks (for full-day visits or water programs)
- Lunch or snack (depending on length of visit)
- Bug Spray (during spring and summer modules)
- Rain or Winter Jacket, Toque and Gloves (weather dependent)

We look forward to hosting you at **rare**! Please don't hesitate to contact us if you have any questions or require additional information about any of our modules.

**For more information please contact:**

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