

Outdoor Education Programs Planning Guide for Teachers



Terra Cotta Conservation Area

14452 Winston Churchill Blvd., Halton Hills ON, L7G 0N9

Terra Cotta Conservation Area, Watershed Learning Centre:

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Welcome to Terra Cotta

[Terra Cotta Conservation Area](#) (14452 Winston Churchill Blvd., Halton Hills) is a 485 acre protected natural area in Halton Hills, Ontario, about a 30 minute drive north of Mississauga.

Your day-long field trip starts in the Outdoor Education Centre, where Credit Valley Conservation (CVC) staff will welcome you. While there is some flexibility to accommodate bus booking schedules, we encourage you to arrive as early as your schedule permits.

Learn more about [outdoor education programs](#) that we offer at Terra Cotta!



Sample Field Trip Itinerary

Time	Activity		Notes
9:30 am	Arrival at Terra Cotta Conservation Area	Follow school bus signs once you arrive at Terra Cotta Conservation Area to parking lot P2 located at the Outdoor Education Centre.	
9:30 to 9:45 am	Settle in	Students are directed to store lunches, fill up water bottles, and use washrooms. The whole group meets for a short welcome and overview of the day's activities.	
9:45 to 11:15 am	Morning Programs	Your class is divided into group A and group B. Each group is led by a CVC staff member on a morning program.	
11:15 to 11:45 am	Lunch	The whole group eats together. Please bring litter-less and boomerang lunches. <u>The centre is NOT a nut free facility.</u>	
11:45 am to 1:15 pm	Afternoon programs	Groups A and B switch programs for the afternoon.	
1:15 to 1:30 pm	Departure	Students return, gather belongings, and board the bus.	

Fees, Payment, Bus, Cancellation, and Extreme Weather

Program Fee

The fee is \$350 for 1 class (maximum 30 participants). If students are 16 years or older, an HST charge will be applied.

Payment

An invoice for payment will be sent to your school one month prior to your trip. Please have a cheque for the amount made payable to Credit Valley Conservation.

Please mail your cheque to:

Finance Department

Credit Valley Conservation

1255 Old Derry Road

Mississauga, ON L5N 6R4

Bus

You will need to arrange and pay for your bus transportation. Please ensure that the bus company is aware of the program location:

Terra Cotta Conservation Area

14452 Winston Churchill Boulevard

Halton Hills, ON L7G 0N9

Cancellation Policy

Cancellations can be made by sending an email to education@cvc.ca up to **30 days prior to your trip date** to receive a 100% refund.

If you cancel your trip less than 30 days before your trip date, a \$100 administration fee will be retained, and the remainder of the fees will be refunded back to you/your school.

No cancellation fee is applicable if cancellation is due to school board bus cancellations, school closures or teacher action (ie. strike, work to rule, etc.)

Extreme Heat Weather Forecast

On your CVC Outdoor Education program day if the weather is expected to be greater than 30°C or a humidex of 35 °C, then the program instructors will do their best to accommodate your group by taking these actions:

- Increasing the frequency and length of rest breaks
- Ensuring drinking water is available at all times to participants
- Staying in shaded areas where possible
- Avoiding strenuous activities and slowing down the pace of all activities
- If necessary, the Outdoor Education Centre has air-conditioning and can be used as an indoor learning space

Extreme Cold Weather Forecast

On your CVC Outdoor Education program day if the weather is expected to be -20 °C to -24 °C with or without wind chill, then the program instructors will do their best to accommodate your group by taking these actions:

- Providing some extra pairs of mitts and hats
- Encouraging students to keep moving (wiggling toes, moving on the spot, etc.)
- Using an indoor space for one activity
- Avoiding open windy areas

***If the temperature is -25 °C or colder, then the program will be rescheduled.**

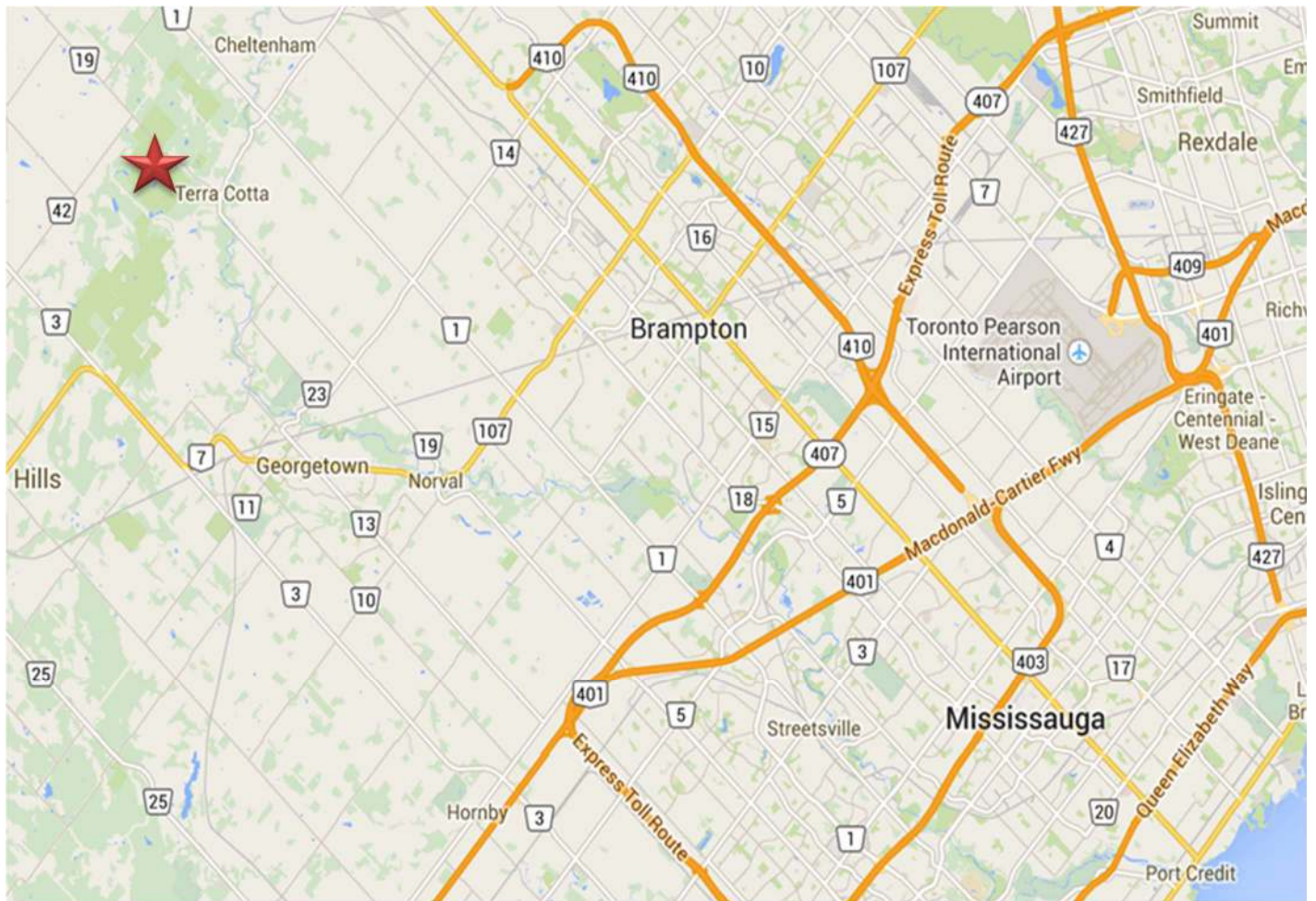
Field Trip Planning

Task	Complete <input checked="" type="checkbox"/>	Notes
1. Confirm your booking.		
<p>Confirm trip dates with our office via email at education@cvc.ca</p> <p>2. Print "Activity Participation Forms" for all participants and send home to tell students and parents about your trip.</p> <p>Print and collect signed "Informed Consent Forms" for all students. Collect signed waivers from parent volunteers.</p>	<p>The "Activity Participation Form" is on p. 11 (please print double-sided).</p> <p>The "Informed Consent Form" is on p. 13. Teachers and volunteers sign the "Release of Liability, Waiver of Claims, and Indemnity Agreement Form" (p. 14).</p>	
3. Book your bus.		
4. Receipt of CVC invoice and payment.		
5. Print the "Field Trip - Teacher Checklist" and get ready for your trip!		

Field Trip - Teacher Checklist

Things to bring:	Complete <input checked="" type="checkbox"/>	Notes
1. Bring signed "Informed Consent Form" for each student and "Release of Liability, Waiver of Claims, and Indemnity Agreement Form" for each adult participant.		
2. Bring all personal medical items for applicable students (i.e. EpiPens, inhalers, etc.) will be checked by CVC staff and must be present during the field trip for student(s) to participate.		
3. Bring the booking form for your bus company.		
4. Bring your cheque made payable to "Credit Valley Conservation" (unless the cheque has been mailed directly).		
5. Bring a map to Terra Cotta (see next page). The address is: Terra Cotta Conservation Area 14452 Winston Churchill Blvd. Halton Hills, ON L7G 0N9		
6. Bring Contact Information for CVC Education Staff: <u>Terra Cotta Conservation Area:</u> Stephanie Pearson (Senior Coordinator, Education) (416) 300-4238 Erin Glasser (Coordinator, Education) (416) 300-2869		
Reminders:	Complete <input checked="" type="checkbox"/>	Notes
7. Student to adult ratio must comply with your school board's field trip policies. CVC staff are not to be included in the adult ratios.		
8. All students, teachers, and adult volunteers to bring a litter-less lunch and refillable water bottle.		

Terra Cotta Conservation Area



Terra Cotta Conservation Area

14452 Winston Churchill Blvd., Halton Hills, ON L7G 0N9

From the North

- Travel South on Hurontario St (signs for Ontario 10 S)
- Turn right onto King St/Peel Regional Road 9 (signs for Terra Cotta)
- Turn right onto Winston Churchill Blvd (stop sign)
- Large "Terra Cotta Conservation Area" sign on your left

From the South

- Take 410 N to Hurontario St
- Continue onto Hurontario St/ON-10
- Turn left onto King St/Peel Regional Road 9
- Turn right onto Winston Churchill Blvd (stop sign)
- Large "Terra Cotta Conservation Area" sign on your left

What to Bring on Your Field Trip

During your field trip you will be outside for most of the day. Please wear appropriate clothing for the weather. Layered clothing is suggested to provide greater comfort in the outdoors. [NOTE: any clothing and footwear worn can get dirty and/or wet.]

For Cold Weather

Hat/Mitts/Neck Warmer
Layered shirts: T-shirt, long sleeved shirt, sweater
Long Johns (upper and lower body)
Warm socks
Warm long pants
Winter coat/snow pants
Winter boots (with liners)

For Warm Weather

Sun hat and sunscreen
Sunglasses
T-shirt
Long sleeved shirt
Rain coat
Light long pants
Rubber boots
Socks and hiking/running shoes

Ticks have been found near Terra Cotta Conservation Area and can carry diseases.

Stay safe and...

Tuck in clothes

Insect repellent

Check yourself

Keep in light coloured clothes

Stay aware

Field Trip Day Checklist

- ✓ Personal medical items (EpiPens, inhalers, etc. if required) ***Mandatory in order to participate in the program.**
- ✓ Signed Informed Consent Forms for students ***Mandatory in order to participate in the program.**
- ✓ Litterless and Boomerang Lunch ***The Watershed Learning Centre is NOT designated as a nut free facility.**
- ✓ Pocket snack for mid-morning.
- ✓ Refillable water bottle.

*A NOTE ABOUT WEATHER: When checking the weather forecast in advance of your trip, remember to check the forecast for either Halton Hills or Caledon, Ontario. In the event of severe weather, CVC staff will modify activities to ensure everyone is comfortable and safe.

Credit Valley Conservation Activity Participation Form

In order to participate in a Credit Valley Conservation (CVC) sponsored Activity, students, teachers, and volunteers (collectively referred to as "Participants") and parents or guardians of Participants under the age of 18 years (collectively referred to as "Parents") are required to:

For participants under 18 years of age:	For participants 18 years of age and older:
<ol style="list-style-type: none">1. Read the entire document,2. Have a parent or guardian sign the "Informed Consent Form,"3. Return to teacher to give to CVC staff on day of program.	<ol style="list-style-type: none">1. Read the entire document,2. Sign the "Release of Liability, Waiver of Claims, and Indemnity Agreement Form,"3. Return to teacher to submit to CVC staff on day of program.

General Information

[To be read and completed by all Participants/Parents of Participants under the age of 18 years]

This Participation Form is for:

(print name of Participant)

to participate in the: OUTDOOR EDUCATION FIELD TRIP TO TERRA COTTA CONSERVATION AREA

to be held on _____.

(print date) (herein after referred to as "the Activity")

Credit Valley Conservation (CVC) offers education programs throughout the year. The activities take place at one or more publicly owned and/or operated outdoor sites, parks, recreation or conservation areas located in the City of Mississauga, City of Brampton, Town of Caledon, Town of Halton Hills, Town of Erin or the Town of Orangeville. For more information about CVC visit www.creditvalleyca.ca.

Safety: The safety of Participants, teachers and CVC staff is our top priority.

We ask that teachers and parents please speak to Participants prior to the field about safety, conduct, and avoidance of any potential hazards identified to them by CVC staff.

CVC staff will provide a site orientation that will include the identification of potential hazards and a safety talk upon the participants' arrival. Participants are required to conduct themselves appropriately and listen to CVC staff at all times.

Ratios: Please ensure that the student to adult ratio complies with your school board's field trip policies. Credit Valley Conservation staff are not to be included in the adult ratios.

Cell Phones: Cell phone use is discouraged for all participants except in the case of emergency.

Student, Teacher, and CVC Staff Roles and Responsibilities

Students:

- Review information on "What to bring on your field trip"
- Dress appropriately for the weather
- Fully participate in activities and demonstrate a willingness to learn
- Respect and abide by the rules and expectations set forth by the CVC staff
[Reminder: Students must have their personal medication (EpiPens, inhalers etc.) and a signed participation form in order to participate in the field trip.]

Teachers:

- Prepare students regarding field trip behaviour expectations
- Supervise students during the field trip, including during lunch
- Address any issues related to behaviour and discipline
- Communicate with CVC staff about the special needs of any students well in advance

CVC Staff:

- Welcome and orient Participants to Terra Cotta Conservation Area
- Explain rules and emergency procedures upon arrival
- Lead Participants in safe, engaging activities during their field trip
- Ensure all Participants are back on the bus at the designated time to return to school

Informed Consent Form

1. Photographic Release

To be completed by parents/guardians of participants under the age of 18 years. I/We agree to grant permission for images of the Participant captured during the Activity through use of video, photo and digital camera, to be used by CVC and partner organizations for promotional purposes including internet, social marketing media, printed materials and appearance in local news media and do hereby waive any rights of compensation or ownership.

YES: _____ NO: _____ Initials: _____ Date: _____

2. Elements of Risk

To be read and signed by all participants and by parents/guardians of participants under the age of 18 years.

Certain RISKS OF INJURY, DANGERS and HAZARDS are inherent to participation in the Activity. The dangers and hazards include but are not limited to: falling on or over steep, uneven, slippery or jagged ground, walking where branches, rocks, roots, fences or other obstacles or hazards may cause a person to trip or fall, walking beside streams, creeks, rivers, ponds and lakes, injury from tools like shovels, hammers or other hand tools, sudden extreme weather conditions, encounters with wildlife, interaction with vehicle traffic and miscellaneous health problems related to over-exposure to the sun, insect bites, fatigue and exertion.

These dangers and hazards can be beyond the control of CVC and may result from the participant's actions or inactions, or the actions or inactions of others including CVC, or a combination of all the aforementioned. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the Activity.

If you choose to participate in the Activity, as previously described, you must understand that you bear the responsibility for any injury that may occur.

Acknowledgement of Risk

I/We have read the above. I/We understand that in participating in the previously described Activity, I/we are assuming the risks associated with doing so.

Date of Activity Participation: _____ Date Signed: _____

Name of Participant: _____ Name of Witness: _____

Participant's Signature: _____ Witness' Signature: _____

Name of Parent or Guardian: _____ Name of Witness: _____

Parent or Guardian's Signature: _____

Witness' Signature: _____

Date: _____

****PLEASE SIGN AND RETURN THIS FORM****

Release of Liability, Waiver of Claims, and Indemnity Agreement Form

To be read and signed by Participants 18 years and older only. PLEASE SIGN AND RETURN THIS FORM. BY SIGNING THIS RELEASE, WAIVER AND INDEMNIFICATION AGREEMENT YOU WILL WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.

In consideration of CVC allowing me to participate in the Activity previously described, I agree as follows:

1. To release, waive and forever discharge CVC from and against all claims, costs, expenses, including all legal fees and disbursements, demands, losses, damages, actions, suits or other proceedings and liabilities of any nature and kind whether in law or equity, in respect of death, injury, loss, theft or damage or destruction to property that I may suffer, or that my next of kin may suffer as a result of my participation in the Activity due to any cause whatsoever, including negligence, breach of contract or breach of any statutory or other duty of care including but not limited to breach of the Occupier's Liability Act R.S.O. 1990, c. O 2 of CVC unless caused by the negligence of CVC;
2. To at all times indemnify and save harmless CVC from and against all claims, costs, expenses, including all legal fees and disbursements, demands, losses, damages, actions, suits or other proceedings and liabilities of any nature and kind whether in law or equity, in respect of death, injury, loss, theft or damage or destruction to property, sustained, brought or prosecuted in any manner by a third party based upon, occasioned by, or attributable to my participation in the Activity referred to above unless caused by the negligence of CVC;
3. This Release, Waiver and Indemnification shall be effective upon my heirs, executors, administrators, successors and assigns in the event of my death or incapacity; and
4. This Release, Waiver and Indemnification and any rights, duties and obligations as between the parties to this Release, Waiver and Indemnification shall be governed by and interpreted solely in accordance with the laws of the Province of Ontario.

Date: _____ DATE OF ACTIVITY: _____

Name of Participant: _____

Participant's Signature: _____

Teacher Sign-off Form re: Student Waivers

I _____ (Teacher's name) declare that all students participating in the Credit Valley Conservation education program, at Terra Cotta Conservation Area, have submitted an "Informed Consent Form" signed by their Parent/Guardian.

I realize it is my responsibility to make sure these forms are delivered to Credit Valley Conservation Education staff on the day of the program.

Furthermore, failure to provide these forms could result in possible modification or even cancellation of the trip.

Teacher Signature: _____

Date: _____

*Please sign and submit this form along with the signed student waivers to the CVC Education Staff on the day of your field trip.