



## **Elementary School Teachers' Orientation Package**

It is a pleasure to welcome you and your class as participants to the Halton Children's Water Festival. The health and well being of the Halton Watershed depends on a clean, reliable water supply. Our Festival is a unique opportunity for students to learn about the importance of water through exciting and educational hands-on activities.

This year, there are over 50 activity centres that have been organized into four strands. Each activity is directly linked to the current Ontario Curriculum. The four strands are:

- Water Conservation and Protection
- Water Science & Technology
- Water Health & Safety
- Water & Society

The activity centres are run by community and student volunteers whose enthusiasm and energy create a positive learning environment for your elementary school students at the Festival.

This "**Teacher's Orientation Package**" is designed to assist you in planning for your day at the Festival, and help you prepare your classes for their field trip. In order to identify the curriculum links, overall expectations, specific expectations, and key terms for each activity, *Activity Curriculum Links* can be found on our Festival website ([www.hcwf.ca](http://www.hcwf.ca)) under the "Teachers" section. There are also lesson plans and activity sheets for each strand, available upon request.

We ask that you take the time to review the information in this Orientation Package and return the required completed forms. On behalf of Conservation Halton, Halton Region, the Halton District School Board, the Halton Catholic District School Board, the Town of Oakville and the city of Burlington we thank you for attending and hope that you enjoy your day at the Halton Children's Water Festival.



## Important Stuff – Please Read:

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### Your School's Responsibilities

- ◆ No food will be available for purchase at the Festival. Please bring a waste free lunches. This will keep the amount of garbage at a minimum. In the rare case that you do have any waste, please dispose of it in the recycling and garbage bins, and green carts provided.
- ◆ Bring a refillable water bottle, which can be refilled from water jugs on site.
- ◆ The day before the Festival, check the weather report and have the children and adult supervisors dress for the weather. The event will happen rain or shine!
- ◆ If there is a high probability of severe weather forecasted the evening prior to the event (such as thunderstorms), the event may be cancelled according to Festival and school board policies (see HDSB Administrative Procedure – Thunder and Lightning Protocol [February, 2009]). If severe weather arises during the event (as announced by the Festival Leaders), students must be taken to safe shelter (usually their bus), and the Festival may be cancelled. Students must receive instruction on safety procedures\* related to severe weather conditions (such as thunderstorms).
- ◆ Students, teachers and adult supervisors should be aware of the risks of West Nile Virus. The Festival is outdoors in a natural setting and students should be prepared for exposure to mosquitoes.
- ◆ We request that there be at least 2 adult supervisors for each group of 10-15 children, as per school board policy. Groups may be as large as 20-25, so more adults are preferred.
- ◆ Ensure that each of your students has the written permission of their parent or guardian to attend the Festival. A field trip notification and permission form is provided.
- ◆ **Ensure all attending parents/chaperones/teachers have a copy of their group's Activity Schedule.**

#### \* ACCESS SAFE SHELTER

- In a building – Use a substantial and permanent structure, not a flimsy shelter. Stay away from windows and doors and keep them closed.

- In a vehicle – Use a fully enclosed metal vehicle with windows up. (golf carts and convertibles are not safe because it is the outer shell of the vehicle that offers protection and not the rubber tires).
- In the open - Where no safe structure is available in time, the in-charge person or designate must locate a low lying area such as a valley, a ditch or a depression and communicate the following to students:
  - Remove metal objects. Feet together, lower head, crouch down with only balls of feet touching the ground. Wrap arms around your knees. Do not lie flat on the ground.
  - If you are in a group, spread out, keeping several metres apart.

**Avoid – trees, high ground, metal bleachers, fences, metal standards, light poles, golf clubs, bicycles, water (e.g., lakes and ponds).**

# Halton Children's Water Festival General Itinerary

	What's Happening	Things to remember
9:00 am	Buses arrive at schools to pick up students	<ul style="list-style-type: none"> <li>▪ Be prepared for rain or shine!</li> <li>▪ Please board buses promptly to ensure timely arrival at the Festival.</li> </ul>
9:25 am to 9:55 am	Buses arrive at Kelso Conservation Area	<ul style="list-style-type: none"> <li>▪ A Festival Greeter will meet you at the buses. Please listen carefully to their instructions.</li> <li>▪ Unload your students and go directly to the lunch tent.</li> <li>▪ Have students place belongings in the area designated for your school.</li> <li>▪ Organize students into their groups.</li> <li>▪ Have adult supervisors study the Festival Maps and their group schedule.</li> </ul>
10:00am to 11:30pm	Morning Activities Run Every 15 Minutes	<ul style="list-style-type: none"> <li>▪ Take a head count prior to starting each activity.</li> <li>▪ Activity Presenters are not expected to discipline children. Adult supervisors and teachers are responsible for the conduct of students in their groups at all times during the visit and must be present in the tents during the activities.</li> <li>▪ Please rotate to the next activity on your schedule when notified by the air horn .</li> </ul>
11:30 pm – 12:00 noon	LUNCH	<ul style="list-style-type: none"> <li>▪ Please use the garbage and recycling bins provided.</li> <li>▪ Encourage students to use the washroom.</li> <li>▪ Take a head count prior to starting the afternoon activities.</li> <li>▪ Make sure students have all belongings packed and ready to go, so they can quickly pick them up and head to the buses at the end of the day.</li> <li>▪ Lost items are sent to the information desk. Please inform them of any missing items.</li> </ul>
12:00 pm – 1:30 pm	Afternoon Activities	<ul style="list-style-type: none"> <li>▪ Please fill out the Feedback Forms during the last activity.</li> </ul>
1:45 pm – 2:15 pm	Buses depart from Kelso Conservation Area	<ul style="list-style-type: none"> <li>▪ Proceed to the lunch tent to retrieve your belongings.</li> <li>▪ Check the Lost and Found</li> <li>▪ Please submit completed Feedback Forms</li> <li>▪ Proceed to the same bus area where you were dropped off and wait.</li> <li>▪ Take a head count prior to boarding.</li> <li>▪ Wait for Bus Greeters to direct you to your bus</li> <li>▪ Thank you and we hope you enjoyed the day!</li> </ul>

# Teacher's Checklist

## Before the Festival



Attend an [Orientation Session](#)



Read the [description for each Activity Centre](#) that your class will be attending. A detailed description of each activity is available in the Teacher's Resource section online.



Send out and collect completed Field Trip Notification and Permission forms.



Encourage all adult supervisors to carpool to the Festival if not taking the bus. On-site parking is limited!



Assign at least two adult supervisors for each group of 15 -25 students. The Festival encourages that children with special needs or those requiring medical attention should be in a group supervised by their teacher, and education assistant or parent/guardian.



Advise all adult supervisors that they are responsible for the conduct of students in their group at all times during the visit. They must be present in the tents during all activities. Children **and** adults are **not** permitted to enter the 16-Mile Creek.



Everyone attending from your school should wear nametags, including children, teachers and adult supervisors. Nametags of groups should be the same colour for the group. As an option, you may photocopy the nametag master sheet on coloured paper.

## Day of the Festival



The Festival will be held rain or shine! Please ensure that students and adult supervisor come dressed appropriately. Distribute nametags to students prior to departing the school. Ensure all attendees are prepared for the potential risks inherent to outdoor activities including West Nile Virus, sun exposure and dehydration.



Upon arrival at Kelso Conservation Area, remain on the bus until you are boarded by a Festival Bus Greeter. Listen to the instructions of your Festival Greeter. After unloading your students from the bus, proceed immediately to the lunch tent. Students may leave their lunches/backpacks in the lunch tents.



Conduct a head count at the start of each new activity.



The Festival ends at 1:30 pm. Please have adult supervisors take their groups to the lunch tent to retrieve belongings, check the Lost and Found, and proceed to the buses for departure.



**HAVE FUN!** Enjoy your day at the Halton Children's Water Festival.