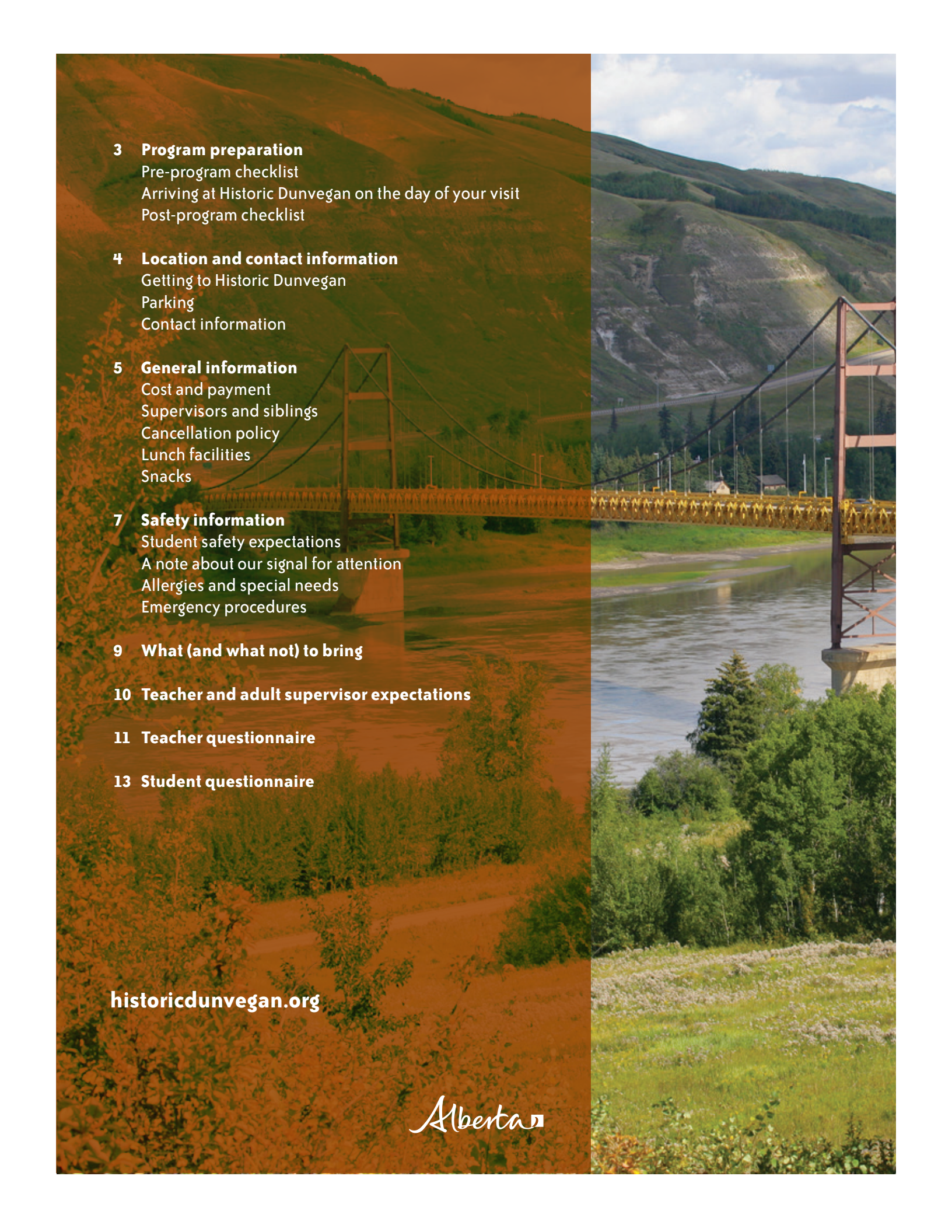




**HISTORIC
DUNVEGAN**
PROVINCIAL PARK

Onsite Teacher Information Package



3 Program preparation

Pre-program checklist
Arriving at Historic Dunvegan on the day of your visit
Post-program checklist

4 Location and contact information

Getting to Historic Dunvegan
Parking
Contact information

5 General information

Cost and payment
Supervisors and siblings
Cancellation policy
Lunch facilities
Snacks

7 Safety information

Student safety expectations
A note about our signal for attention
Allergies and special needs
Emergency procedures

9 What (and what not) to bring

10 Teacher and adult supervisor expectations

11 Teacher questionnaire

13 Student questionnaire

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Alberta

Program preparation

Pre-visit checklist for teachers

Review all of the information in this package.

Check for any applicable allergies among your students.

Review proper museum conduct and behaviour expectations with your students.

Review expectations with all teachers and adult supervisors.

Ensure students and parents are informed of what students should and should not bring.

Watch Dunvegan’s introductory film “Where the Trails Cross” (available at www.historicdunvegan.org) with your class.

Plan to spend as much time at Historic Dunvegan as possible on the day of your trip. In most cases, this means arriving as close to 10 am as possible and staying as close to 2 pm as possible. Late arrival or early departure from Historic Dunvegan may result in alteration of your program’s content. There will be no refunds or discounts for programs altered due to late arrival or early departure.

Contact Historic Dunvegan staff **at least** two days in advance if:

- there are any allergy concerns amongst your students;
- there are any behavioural or physical challenges that may require program adaptations;
- you would like Dunvegan staff to use a different signal for attention than the hands-up technique outlined in this package;
- you must arrive late or depart early for your program(s).

Arriving at Historic Dunvegan on the day of your visit

Ensure students have already had a snack on the bus.

Ensure students have applied sunscreen before arriving.

Provide a nametag for each student.

Have students enter the Visitor Centre in an orderly manner. Instruct them to use the washrooms, wash their hands and fill their water bottles using the water fountain if necessary. They may then proceed to the theatre.

Check in at the front desk. You will need to know how many students are in your group and how many adult supervisors are present. Payment is accepted at this time, or an invoice will be issued.

Post-program checklist

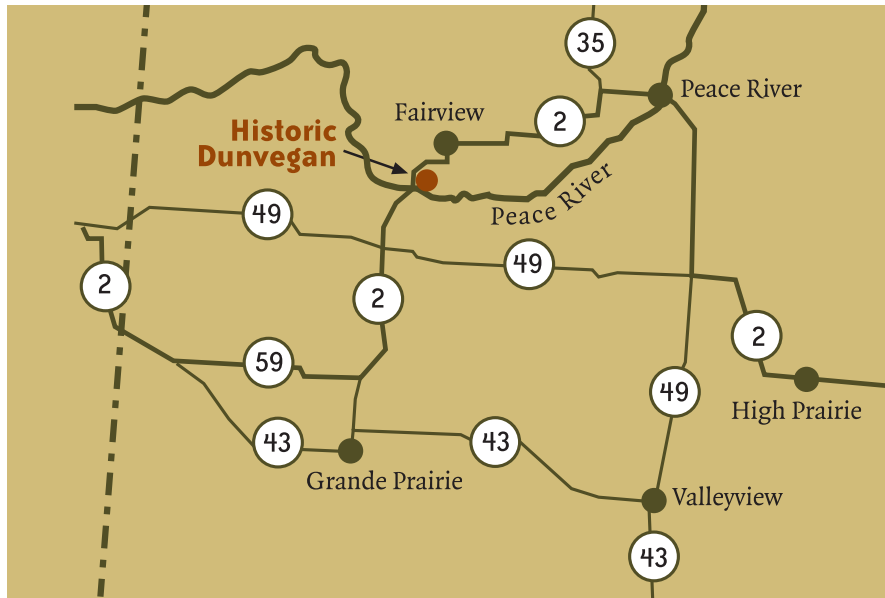
Fill out teacher satisfaction survey and consider having your students fill out satisfaction surveys.

Location and contact information

Getting to Historic Dunvegan

GPS – Historic Dunvegan: N 55° 55' 27.84" W 118° 35' 46.80"

Historic Dunvegan Provincial Park is located 26 km south of Fairview on Highway 2, at the north end of the Dunvegan Bridge.



Parking

School buses may use the drive-through loop in front of the Visitor Centre to drop students off only. It is preferred that buses park in the large gravel parking lot north of the Visitor Centre, but buses may also park lengthwise on either side of the meridian in the parking lot east of the Visitor Centre. Parent vehicles are welcome to park anywhere in the parking lot east of the Visitor Centre.

Contact information

Staff can be reached at the Dunvegan Visitor Centre seven days a week from 9:15 am until 5:30 pm, May 15 to Labour Day.

TEL 780-835-7150

FAX 780-835-5525

EMAIL historic.dunvegan@gov.ab.ca

www.historicdunvegan.org

General information

Cost and payment

On-site education programs at Dunvegan cost \$3.00 per student per program.

Payment may be made by cheque, cash, debit or credit. It is preferred that payment be received on the day of the program. Debit or credit payment must be made in person. Invoices can be issued by request in advance or on the day of the program if necessary. Receipts will only be issued by request.

Cheques must be made payable to the “Government of Alberta.” Please note that change cannot be given for cheques that are made out for more children than actually attend the program.

Supervisors and siblings

Supervision is the responsibility of teachers and parent/adult volunteers. Historic Dunvegan asks that there be one teacher or adult supervisor for every eight children participating in the program—these teachers and supervisors will not be charged. Any extra parents or adults wishing to be a part of the program(s) will be charged the regular admission rate.

Younger siblings may accompany parent volunteers provided the following guidelines are met:

- They do not disturb the program. Younger siblings who cry, talk, wander around or otherwise disrupt the program will be asked to leave the program with their parent.
- At the discretion of the group’s teacher, younger siblings may participate in the program. In this case they will be charged the same fee as other students and expected to participate in the programs with other students.
- There is a large playground and ample walking trails for younger siblings to spend time on with their parents, free of charge.

Cancellation policy

There is often a waiting list of schools wanting to book programs with Historic Dunvegan. Therefore, should you or your school have to cancel your program(s), please contact the Dunvegan Visitor Centre as soon as possible so that another school may have the opportunity to book a program.

Historic Dunvegan staff will run programs rain, shine or snow. In the case of inclement weather, some program elements can be moved inside, but there are still several outdoor components. It is up to the teacher and/or school to decide if a program should be cancelled due to poor weather conditions. You are welcome to call the Dunvegan Visitor Centre to find out current or forecasted weather conditions.

Lunch facilities

Groups participating in a full day of programs will have a lunch break that is usually 30 minutes long. There are no food services at Historic Dunvegan, therefore students and supervisors must bring their own lunch.

Picnic tables, fire pits and picnic shelters are available in the day use area. Please note that the day use area is a public area that cannot be reserved. It is possible that you may have to share the area with other schools, picnickers or campers.

Snacks

Healthy snacks are important for keeping students energetic and focused; however, time is often very limited when students are onsite. Please plan to have a morning snack on the bus before arriving.

Candy and other snacks are available for purchase in the Visitor Centre, but we ask that students only be allowed to purchase candy and sugary treats at the end of the day, after the programs are completed. This is to avoid damage to artifacts from sticky fingers and behavioural problems due to sugar highs/crashes.

With the exception of water, no food or drink is permitted during programs.

Safety information

Student safety expectations

For their safety, students are required to follow these rules (and adult supervisors are required to be positive role models in enforcing these rules):

- Never approach, touch or bother animals and birds found in the park. Even an animal or bird that looks sick or injured should be left alone and Dunvegan staff informed.
- Do not climb trees, rocks, fences, monuments, etc.
- Do not throw rocks, pine cones, leaves or any other objects.
- Stay with the group at all times. It is recommended that students needing to use the washroom be accompanied by an adult or partner.
- Walk slowly and be aware of your surroundings. Running is only permitted if the interpreter allows it as part of a game or activity.
- Do not touch anything inside the historic buildings unless the interpreter permits it.
- Bullying is absolutely not tolerated at Historic Dunvegan. Any student engaging in bullying will be asked to sit out of the program.
- With the exception of service dogs, dogs and other pets are not permitted during the program(s) and should be left at home.

A note about our signal for attention

To get the quiet attention of students, Dunvegan interpreters will put their hand up. When students see an interpreter's hand up, they must also put their hand up to show that they understand it is time for quiet listening. This will be practiced with students before the program begins.

If you regularly use a different technique for catching attention in the classroom that you would like interpreters to use during the program, please contact Historic Dunvegan at least two days before your program so that staff can learn and incorporate the technique.

Allergies and special needs

Historic Dunvegan staff believe that every student deserves the opportunity to learn and experience their history. Occasionally, allergies, behavioural or physical challenges may pose a barrier to a student's experience. A list of potential allergens that students may encounter while at Dunvegan is listed below. Please inform Historic Dunvegan staff of any allergies, behavioural or physical challenges that may affect your student's experience at least two days in advance of your visit. Staff are happy to discuss options for adapting programs to ensure every student has a quality visit.

All programs

bees
mosquitoes
other insects
animal fur

Programs including bannock

(Nahata Ga Onlayalay, Just for Fun and Little Time Travelers)

campfire smoke
flour
salt
baking powder
sugar
margarine

Trappers and Traders program

individually wrapped hard candy
animal fur

Emergency procedures

Cell phones do not work at Historic Dunvegan Provincial Park, therefore you must inform the interpreter with your group or Visitor Centre staff of the situation as soon as possible.

Assess the situation. All staff at Dunvegan hold Standard First Aid certificates, if necessary.

First Aid kits and telephones are available in the Visitor Centre, and basements of Rectory and Factor's House. An Automated External Defibrillator (AED) is also available in the Visitor Centre.

In the event that 9-1-1 is called, it will take at least 20 to 30 minutes for local emergency services to arrive on site.

What (and what not) to bring

What to bring

A happy smile and good attitude.

Proper attire:

- Running/walking shoes or rubber boots in rainy weather. Flip flops and sandals are not advised as students may be walking on gravel surfaces, running as part of a game or activity or standing near an open fire.
- A hat.
- A warm sweater or jacket (rain jacket and/or umbrella in rainy weather).
- Comfortable pants or shorts are advised, rather than skirts or dresses as students may be sitting on the ground, running and participating in active games.

Sunscreen and insect repellent.

Water bottle labeled with their name.

A healthy snack to eat on the bus.

A name tag so interpreters can personally identify students.

What not to bring

Disrespectful language or behavior.

Cell phones, MP3 players or portable game devices. These items distract from the program and get lost easily. Leave them at home or secure on the bus.

Backpacks. They are bulky and pose a risk to historic buildings and artifacts. Please leave them on the bus or arrange to leave them in the Visitor Centre (not necessarily secure).

Candy (sticky fingers!) or unhealthy snacks (sugar rush/crash!).

Cameras and photography are permitted, however taking pictures must not distract from the program. Interpreters will use their discretion as to when photography is allowed.

Teacher and adult supervisor expectations

Be a good role model. Talking/whispering to friends, checking cell phones, eating junk food, wearing improper attire, having a bad attitude, etc. are all behaviours that are just as unacceptable for adults as they are for students.

Monitor for proper student conduct during the program. Be prepared to enforce rules and guidelines.

Be prepared to remove disruptive students from the program until they are able to participate in the proper manner.

Keep your group together at all times. The site is bordered by a fast-flowing river on one side and a major highway on the other. Animals such as bears are also not uncommonly found in the surrounding areas. Students should not be allowed to wander without adult supervision.

Remember that the programs are for the students. Allow them to answer questions and participate in the program. If you have personal interest questions, please ask them before or after the program. Historic Dunvegan staff also welcome emails or phone calls with questions after the program is over.

Teacher questionnaire

Program _____ **Grade** _____

School _____ **Date of visit** _____

Thank you for participating in this program. Your feedback is very important to us.
Please take a moment to complete this quick survey by rating your responses as follows:

5 Strongly Agree **4** Agree **3** Neutral **2** Disagree **1** Strongly Disagree

- | | | | | | |
|---|----------|----------|----------|----------|----------|
| 1. I was satisfied with the program.
Please explain. | 5 | 4 | 3 | 2 | 1 |
| 2. Students learned new information or skills today.
If yes, what did they learn? | 5 | 4 | 3 | 2 | 1 |
| 3. The program supported curriculum learning.
Please explain. | 5 | 4 | 3 | 2 | 1 |
| 4. I would recommend this program to others.
Please explain. | 5 | 4 | 3 | 2 | 1 |
| 5. Based on this experience, I would like to visit this
facility again. Please explain. | 5 | 4 | 3 | 2 | 1 |
| 6. The content/activities were appropriate to the grade level.
Please explain. | 5 | 4 | 3 | 2 | 1 |
| 7. Students were interested in what they saw or did.
Please explain. | 5 | 4 | 3 | 2 | 1 |

8. My class was... surprised by:

... most interested in:

... inspired by:

... disappointed by:

... bored by:

9. The program was: too long too short just right

10. There were enough quality hands-on activities. **5** **4** **3** **2** **1**
Please explain.

11. Staff were able to answer students' questions. **5** **4** **3** **2** **1**
Please explain

12. Staff were friendly and professional. **5** **4** **3** **2** **1**
Please explain.

13. What did you like most about the program?

14. How could this program be improved?

15. Why did you book this program? Please rate the order of importance (1 is most important, 6 is least)

<input type="checkbox"/> cost	<input type="checkbox"/> uncomfortable teaching the subject matter
<input type="checkbox"/> hands-on samples	<input type="checkbox"/> exhibits and/or facility
<input type="checkbox"/> curriculum ties	<input type="checkbox"/> other:

16. How many times have you booked this program? 1 2 to 3 4 to 5 6 to 10 10+

17. The best way(s) to keep you informed about our school programs are:

<input type="checkbox"/> email	<input type="checkbox"/> mail-outs	<input type="checkbox"/> website	<input type="checkbox"/> posters	<input type="checkbox"/> fax	<input type="checkbox"/> printed brochure
<input type="checkbox"/> ads in teacher/administrator publications (e.g., ATA Magazine)					
<input type="checkbox"/> teacher's convention display/booth			<input type="checkbox"/> professional development visits at the site		

Additional comments:

May we use your comments to promote our learning programs?
 yes no

Student questionnaire

Program _____ **Grade** _____

School _____ **Date of visit** _____

Thank you for participating in this program. Your feedback is very important to us.
Please take a moment to complete this quick survey by rating your responses as follows:

5 Strongly Agree 4 Agree 3 Neutral 2 Disagree 1 Strongly Disagree

1. I liked the program. **5 4 3 2 1**
Why or why not.

2. I learned something new today. **5 4 3 2 1**
What did you learn?

3. I think that another class would like to take this program, too. **5 4 3 2 1**
Please explain why or why not.

4. This program made me want to visit here again. **5 4 3 2 1**
Why or why not?

5. I was... surprised by:
... most interested in:
... inspired by:
... disappointed by:
... bored by:

6. The program was: too long too short just right

7. How could we make the program better?

Additional comments:

