



Teachers' Survival Guide

ActiveU Field Trips



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ActiveU Field Trips for grades K to 12

This handbook has been designed to provide you with information to help make you ActiveU Field Trip with Campus & Community Recreation a success! Please take the time to review the information prior to your field trip. Please share the information with all teachers, parents and caregivers who will also be attending .

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Overview

Please arrive by 9:20 AM; this will allow your group to find the arrival area, get settled, and be ready for the first activity at 9:30 AM.

Students will rotate through 3 activities; each activity will take 1 hour and 20 minutes. The activities will be:

SCHEDULE

- 0930 - 1050 - Activity 1
- 1100 - 1220 - Activity 2
- 1230 - 1300 - Lunch
- 1310 - 1430 - Activity 3

Teachers are asked to please supervise their students at all times. Aquatics component, if included, requires active teacher or parent supervision in the locker rooms with the students. Please plan appropriately with a male and female adult present. For Kindergarten through Grade 3 we ask that each group come prepared with a minimum of 1:8 adult to student ratio. Adults are required to be in the water with the students. For Grades 4-12 adults are encouraged to participate, however their presence in the water is not required.

We look forward to hosting you and your students at the University of Alberta. If you have any inquiries, please call (780) 850-9228 or e-mail activeu@ualberta.ca

General Information

We are excited that you have chosen to bring your students to the University of Alberta Campus & Community Recreation ActiveU Field Trip program.

In addition to the teacher's survival guide we have included further details regarding the ActiveU Field Trip:

- Informed Consent Form (needs to be handed in to the CCR representative on the day of your field trip)
- Invoice

Payment of the balance must be paid via cheque (made out to the University of Alberta) 14 days prior to your ActiveU Field Trip.



Forms

In your confirmation email you will find an Informed Consent Form, License Agreement and ActiveU Contract. The Informed Consent Form needs to be filled out by each participant. **Please have each parent or guardian complete the form and return all forms to the Campus & Community Recreation representative that meets you at the start of your field trip.** The Informed Consent Form is required by the University Risk Management office to participate in field trip activities. Please sign the License Agreement and return with the ActiveU contract.

What to Bring

In order for your students to enjoy their ActiveU Field Trip to the fullest we recommend that they bring the following items:

- Comfortable athletic attire (shorts or sweatpants and a t-shirt)
- Comfortable, sturdy and clean footwear (running shoes or cross trainers)
- Bathing suit and towel (if swimming)
- Water bottle
- Snacks and a lunch for a full day of activities
- Backpack or gym bag to carry all your gear throughout the day
- Please note that some activities may occur outdoors, or transition outside, please plan appropriately

Facilities

North Campus - Van Vliet Centre - Activities will take place at various locations across the University of Alberta Campus and within the Van Vliet Centre, such as the Aquatics Centre (West or East Pool), Studios, Gymnasiums, Fields, Classrooms and Courts depending upon your chosen activities. Please note that weather permitting some activities may take place outdoors, please dress appropriately.

South Campus - Saville Community Sports Centre - Activities will take place at various locations within the Saville Community Sport Centre and Foote Field, such as the Curling Rink, Courts, Foote Field, and Running Track depending upon your chosen activities. Please note that weather permitting some activities may take place outdoors, please dress appropriately.



Check-in

All groups are to meet at the North entrance of the Van Vliet Centre. The easiest access point to this location is from 89 avenue and 116 street. A Campus & Community Representative will be there to greet you 10 minutes prior to the start of your first activity. At this time all Informed Consent Forms need to be submitted.

For example: if your first activity runs from 9:30 - 10:50 AM please meet at 9:20 AM. This will give our staff time to greet participants and transition them to their first activity. If you are running late please call (780) 492-2555 or the number at bottom of page.

Breaks and Transitions

10 minutes is allotted between each activity, including lunch for participants to transition between activities. The scheduled transition time exists to maximize your time at each activity. An ActiveU staff member will escort each group from location to location during these transition times.

For those who field trips including swimming, the sessions will likely end approximately 5 minutes early to allow for additional changing time.

If students need a require a snack before or after the designated lunch time, students can have a snack during the break/transition. Food is not permitted during the activities.

Lunches

Lunches will take place within a designated classroom space located within the Van Vliet Centre. Lunch room will depend on the size of the group and room availability

All garbage must be picked up at the end of the lunch period before the groups begin their third activity.

All groups will be dropped off at the start and picked up at the end of their lunch period by an ActiveU staff member. Your group will then be escorted to your next location to assist with the ease of transitioning, especially for groups who are not familiar with the University of Alberta Campus or the Van Vliet Centre.



Check Out

Groups will be dismissed directly from your last activity.

Unless otherwise arranged your ActiveU Field Trip will end at 2:30 PM. We recognize that many schools are dependent upon bus schedules, if you need to your field trip sooner please let us know at the time your field trip is being booked, or upon receipt of your confirmation package.

Payment

The final number of participants is due 14 days prior to the start of your ActiveU Field Trip. Payment at this point is due on the number of confirmed participants. Confirmation of numbers is crucial for the staffing of each activity.

Payment can be made via cheque made payable to the University of Alberta.

Cheques payable to the University of Alberta (posted dated cheques are not accepted) and sent to:

ATTN: ActiveU Field Trips
2-670 Van Vliet Centre
University of Alberta,
Edmonton, AB
T6G 2H9



Cancellations

Withdrawal policy: You may withdraw from the program prior to 14 days before the start of your field trip. No refund or credit after this time. If you are withdrawing from the field trip prior to 14 days, you may choose to receive a refund of credit.

Contact Information

Kayla Gulka

Recreation Facilitator and ActiveU Field Trips

activeu@ualberta.ca

Phone: (780) 850-9228

Aquatic Centre

Phone: (780) 492-3570

Hanson Fitness and Lifestyle Centre

Phone: (780) 492-9854

Saville Community Sports Centre

Phone: (780) 492-2222

Wilson Climbing Centre

Phone: (780) 492-2767



Maps

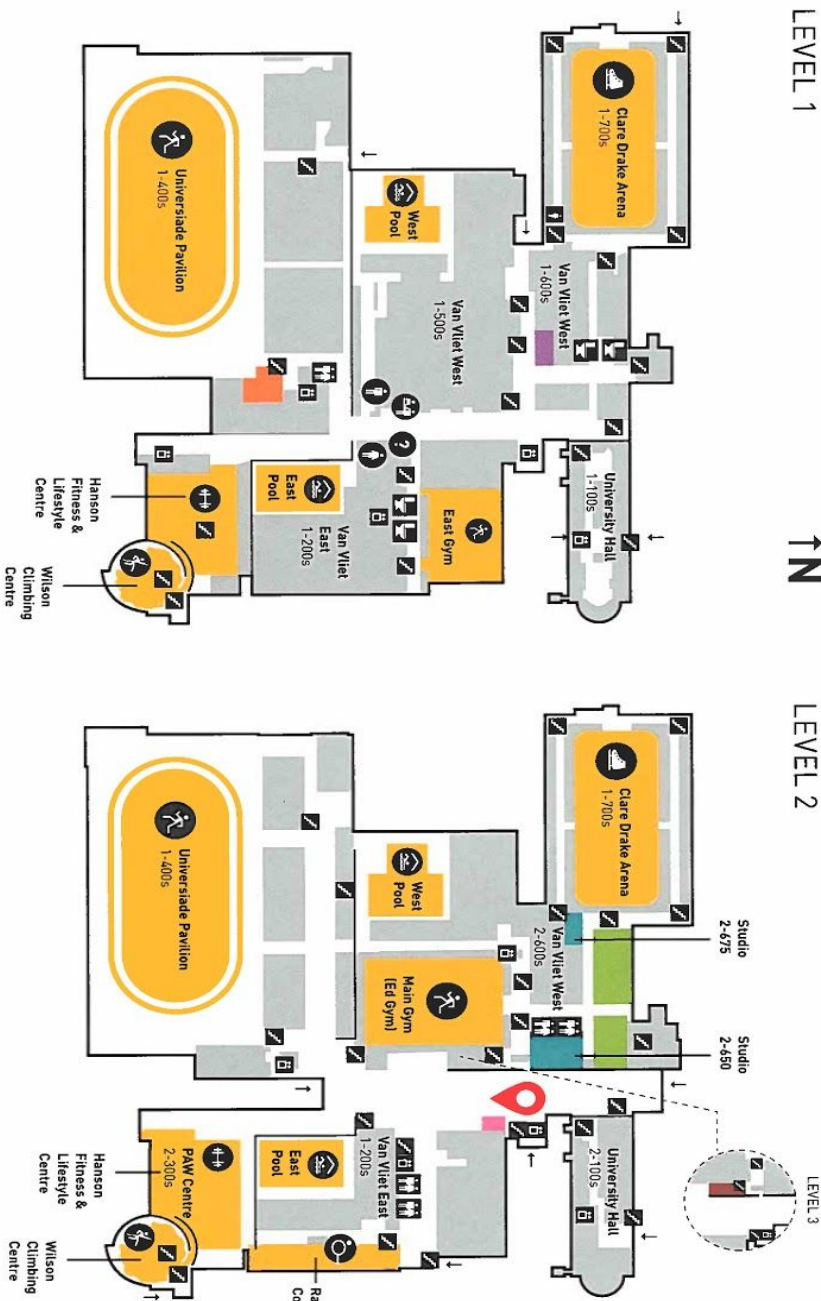
VAN VLIET COMPLEX

LEVEL 1

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LEVEL 2

LEVEL 3



- Athletics Office 2-449
- Athletics General Office 2-420
- Bear's Den 2-710
- Clare Drake Arena 1-700
- Climbing Centre 1-370
- Council Chambers 2-100
- Customer Service Centre 1-213
- East Gymnasium 1-220
- East Pool 1-240
- Faculty of Phys Ed & Rec 3-100
- Office of the Dean 2-131
- Student Services 1-241
- Hanson Fitness and Facility Services 1-300
- Inchoan 2-203
- Likestyle Centre 2-220
- Gymnasium, East 2-615
- Gymnasium, Main 2-210
- Lecture Theatres 2-215
- Locker Room, Men's 1-510
- Locker Room, Women's 1-244
- Main Gymnasium 2-615
- Multi-purpose Rooms 3-205
- PAW Multi-purpose room 3-205
- Pool, East 1-240
- Pool, West 1-550
- Racquet Courts 2-241
- Racquet Courts 2-253
- Racquet Courts 2-670
- Campus & Community Recreation offices 2-670
- Intramural/Club Sports 2-442
- Instructional Recreation /The Steward Centre for Personal & Physical Achievement 1-612
- Studios 2-608
- Tickets 2-464
- Hanson Fitness & Lifestyle Centre 1-445
- Wilson Climbing Centre 2-204
- Wall of Fame 1-550
- West Pool 2-550
- West Pool Viewing Area 1-244
- Women's Locker Room 1-244
- Washing Room (Butterdome) 1-432



Legend:



School bus unloading zone



North entrance of the Van Vliet Centre



Easiest route to the north entrance of VVC

Drop off zone can be found by Varsity Field, east on 89 ave and just off of 116 street. Students will then head east on 89 ave to the North entrance of the Van Vliet Centre.

