



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 58 activity centres that have been organized by grade into four categories. Each activity is directly linked to the current *The Ontario Curriculum*. The four categories are:

- Water Conservation and Protection
- Water Science and Technology
- Water Health and Safety
- Water and 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.

Activity Curriculum Links can be found on our Festival website (www.hcwf.ca) under the "**Teachers**" section. There are also lesson plans and activity sheets available under the **Learning Resources** tab.

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:

Your School's Responsibilities

1) ADULT/CHILD RATIO

- ◆ Please ensure that there is at least 1 adult supervisor for each group of 10-15 children, as per school policy.
- ◆ 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. The forms are for your school purposes. They do not need to be provided to the Water Festival Coordinator, however teachers should have copies with them.

2) ACTIVITY SCHEDULES

- ◆ Your class will be divided up into two or more groups, each group requiring at least one supervisor. Groups cannot include students from more than one grade level since the activities are all grade specific.
- ◆ Each group will be assigned their own Activity Schedule. It will be emailed to you prior to your visit. Area Leads will have copies on site to assist you.
- ◆ **Ensure all attending parents/supervisors/teachers have a copy of their Group's Activity Schedule before arrival at the Water Festival.**

3) FOOD AND DRINK

- ◆ No food will be available for purchase at the Festival. Please bring 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 bins, garbage bins, and green carts provided.
- ◆ Bring a refillable water bottle, which can be refilled from water jugs on site.

4) PREPARATION FOR OUTDOOR EXPOSURE

- ◆ The day before the Festival, check the weather report and have the students and adult supervisors dress appropriately 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 Board policies. Cancellation information will be posted on the Halton Children's

Water Festival website. If severe weather arises during the event (as announced by the Festival Leaders), students, teachers and supervisors will be directed to safe shelter (the on-site school buses), and the Festival may be cancelled. Prior to the Festival teachers must review safety procedures *outlined below 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.
- ◆ The Halton Children's Water Festival Health and Safety Protocol can be found on-line at www.hcwf.ca under Health and Safety.

*** 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 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 posts, light poles, golf clubs, bicycles, water (e.g., lakes and ponds).

Halton Children's Water Festival General Itinerary

What's Happening

Things to remember

8:45 -9:00 am	Buses arrive at schools to pick up students	<ul style="list-style-type: none"> ▪ Be prepared for rain or shine! ▪ Board buses promptly ▪ Organize students into groups prior to arrival.
9:25 am to 9:55 am	Buses arrive at Kelso Conservation Area	<ul style="list-style-type: none"> ▪ A Festival Greeter will meet you at the buses. ▪ Listen carefully to their instructions before disembarking the bus. ▪ Exit the bus and proceed to the lunch tent in your Grade area. . ▪ Have students place belongings together in the lunch tent ▪ Assemble students into their groups. ▪ Ensure adult supervisors have a copy and are familiar with their group's Activity Schedule.
10:00am to 11:30pm	Morning Activities Run Every 15 Minutes	<ul style="list-style-type: none"> ▪ Take a head count every time you rotate activities to reduce the risk of lost children. ▪ 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. ▪ Please rotate to the next activity on your schedule when notified by the air horn.
11:30 pm – 12:00 noon	LUNCH	<ul style="list-style-type: none"> ▪ Please use the green carts and recycling bins provided. ▪ Encourage students to use the washroom at this time. ▪ Take a head count prior to starting the afternoon activities. ▪ 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. ▪ Lost items are sent to the Information Desk. Please inform them of any missing items.
12:00 pm – 1:30 pm	Afternoon Activities	<ul style="list-style-type: none"> ▪ Please fill out the Exit Card during the last activity.
1:45 pm – 2:15 pm	Buses depart from Kelso Conservation Area	<ul style="list-style-type: none"> ▪ Proceed to the lunch tent to retrieve your belongings. ▪ Check the Lost and Found ▪ Please submit completed Exit Card to bus volunteers ▪ Proceed to the same bus area where you were dropped off and wait to be directed to your bus. ▪ Take a head count prior to and after boarding. ▪ Thank you and we hope you enjoyed the day!

Teacher's Checklist

Before the Festival



Attend an [Orientation Session](#)



Read the [description for each Activity Centre](#) that your class will be attending (available in the Curriculum Link section online).



Send out and collect completed Field Trip Addendum, Special Needs and Permission forms.



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



Divide your students into even groups (typically 10-15)



Assign at least one adult supervisor for each group of 10-15 students. The Festival encourages that children with special needs or those requiring medical attention be in a group supervised by their teacher, and an education assistant or parent



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 identification tags, including children, teachers and adult supervisors. ID tag colours will correspond with the grades and will be distributed in the lunch tent in your grade area.

Day of the Festival



The Festival will be held rain or shine! Please ensure that students and adult supervisor come dressed appropriately. Distribute name tags provided to students upon arrival. 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 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.