



## Ontario Parks Checklist for a Class Visit

### Teacher List

- Visit the Ontario Parks website ([www.OntarioParks.com](http://www.OntarioParks.com)) or read the Parks Guide to find out about different parks.
- Visit the Park Visits portion of the virtual Visitor Centre at [www.Campsite24.ca](http://www.Campsite24.ca) to download the List of Ontario Parks School Programs. This will tell you which parks have school programs, what the curriculum links are, and what recreational facilities are available.
- While there, download the Ontario Parks Reservation Planning Template. Completing the template before you call the park will help you to organize your preferences, and will help to make your reservation process as smooth and as accurate as possible.
  - Decide whether you would like a Park Naturalist to run a program for you, or whether your visit will be self-guided.
  - If you would like the services of a Park Naturalist, decide which program (s) you would like. Be prepared with alternatives, as all programs are not offered at all times.
  - Decide whether this will be a day visit, or whether you would like to stay overnight.
  - If you would like to stay overnight, discuss your options with the park.
  - Figure when you would like to visit. Be prepared with alternatives, as you may not always get your preferred date(s).
- Call the park directly to book your reservation. Phone numbers are listed at [www.OntarioParks.com](http://www.OntarioParks.com), in the Parks Guide, or on the List of Ontario Parks School Programs in the Park Visits portion of the virtual Visitor Centre at [www.Campsite24.ca](http://www.Campsite24.ca).
  - Ask about fees when you are booking your reservation – fees vary by park.
- Receive confirmation of programs and accommodations from the park.
- Create permission slips and send them home with the students, to be filled out by the parents.
- Create medical forms and send them home with the students, to be filled out by the parents.
- Create a list of the students' home phone numbers. Keep it with the medical forms.
- Engage parent helpers to accompany you. Look to the school board's manual for the appropriate ratios.
- If you are renting a bus:
  - Book the bus
- Ensure everyone knows the bus pick-up and drop-off times and locations.
- Get the students excited about their trip by to the subjects ahead of time by doing pre-trip activities that related to the topics they will be exploring at the park. You can create your own activities, or ask the park if they already have pre-trip activity sheets available.
- Prepare activity sheets for the students to do at the park (particularly if you are doing a self-guided tour). Ask the park if they already have activity sheets made up that you could use.
- Prepare post-trip activity sheets for students to do once you return to the classroom. Ask the park if they already have post-trip activity sheets available.
- Separate the students into groups. Give them each a coloured nametag. Ensure that it has the school phone number is written on it.

### Parent Helper List

- Ensure that everyone is aware of pick-up times and locations for buses or vehicles.
- Supply a map of how to get to the park.
- Supply a map of the park itself.
- Supply a copy of the program schedule. If you have group rotations, clearly indicate the details of times and locations.
- Provide a list of students in their group, with their home phone numbers and any relevant health issues.
- Ensure that they have the phone number of the school.
- Provide a list of other emergency numbers – for example: police in areas not serviced by 911.
- As well, it's never a bad idea to ensure that each group has at least one first aid kit.

