

Bookings can be made by calling Longwoods Road Conservation Area, 519-264-2420, Monday - Friday, 9 a.m. - 4:30 p.m.

The following information is needed to book your school program.

- School
- Mailing address
- Telephone number of school
- Emergency enroute telephone contact number (if available)
- Contact(s)
- Age/grade level and number of students (please note that programs may be booked for one or two classes at a time)
- Program(s) you wish to participate in (Native Studies or Conservation Education)
- Arrival time (in the park) and departure time (from the park)

A confirmation package is sent to the school once a booking has been made. Please be aware of the following:

CANCELLATION POLICY
Severe Weather

For safety reasons, in the event of severe weather conditions including high winds (above 35 km/h), high heat/humidity (above 40 C), wind chill factors (below -25 C), snow storms, freezing rain, thunderstorms, **your class trip will be altered or cancelled and rescheduled at the earliest date possible.** If severe weather conditions fall on your scheduled day and you wish to cancel your field trip contact Longwoods Road Conservation Area by telephone 519-264-2420 immediately. Our answering machine will record any messages before 9 a.m. Longwoods staff reserve the right to cancel your field trip due to the above stated weather conditions. Staff will contact the school as soon as possible to make rescheduling arrangements. **Cancellations due to inclement weather conditions will not be charged.**

Other Circumstances

To cancel a school program for other circumstances, telephone notice from the school to Longwoods must be received at least 3 weeks prior to the scheduled trip. ***Without 3 weeks notification, an invoice for 50% of the total cost of your cancelled trip will be mailed to the school.***

- Payment is due the day of your visit by Cash or Cheque - made payable to Lower Thames Valley Conservation Authority. No debit or credit cards.
- Capacity of theatres is 36, capacity of the 3 cabins is 25/25/30 and if you bring over this number, some chaperones will not be allowed in these spaces (Longwoods location only).
- Number of chaperones – use your board/group policy or information in the program's teacher package.
- Teachers/leaders must closely supervise the group at all times and are responsible for their conduct.
- Are there any special needs, physical and/or behavioural? Staff should be made aware of situations in advance. (An all terrain wheelchair is available - Longwoods location only.)
- Lunching – litterless – what they bring in they will be taking out. Drinks for sale (Longwoods location only).
- What to wear – things to consider. Have your class and chaperones prepared for insects, sun, weather, and being outdoors in natural forest and wetland settings.
- Turtle Trail Gift Shop on site (Longwoods location only). Souvenirs ranging in price from \$0.25 to \$35.00.
- Our location - there is a map in the confirmation package to share with your driver(s). Do not rely on internet map searches for proper directions.