

# Education Program

## Booking Information and Conditions

### Location:

- **1069 Plenty Rd, Bundoora.** Enter Bundoora Park from Plenty Road and take the first right following the signs to Bundoora Park Farm and Cafe (please note if you are heading past the golf course you have missed the turn so please go back).

### Payment:

- You will be invoiced after your visit. Invoices are processed at the end of every month, so it may take a few weeks to get to you following your excursion. Payment will be required within 14 days of receiving your invoice. If you are arranging a purchase order from your organisation for payment, please make the purchase order out to the City of Darebin.

### Group Bookings:

- It would be greatly appreciated if you could provide actual group numbers to the Education Program Leader at the start of the day.
- Please try to adhere to booked arrival/finish times (as other groups may also be booked on the day). You will need to organise bus collection for 15 minutes after the completion of your activity to collect your things before leaving. Late arrival may reduce the quality of the program due to less time being spent at each activity.
- The Ibis Room, Party Barn or Heritage Village Stables will be made available for your visit (e.g. storage of baggage, lunch breaks etc.).
- Minimum group size for education programs is 13 children for a full day program or 8 for Special Development Schools (Minimum attendance fee will apply if numbers are less than 13).

### Kindergartens, Preschools and Daycare Centres - Siblings:

- Siblings over 2 years of age that attend on the day and participate in the program will be charged the Education Program price. Siblings over 2 years of age that attend on the day but do not participate in the program will be charged a General Admission Child's price and will need to purchase a ticket for the Wildlife ride (if they choose to have a ride). Siblings under 2 years of age are free of charge and do not require a ticket for the Wildlife ride.

### Children with Additional Needs:

- Bundoora Park Farm is an inclusive recreational facility where everyone has the opportunity to fully engage in our education programs. Our staff strive to meet the needs of all participants and support their learning when necessary.
- Please let us know at the beginning of the day if you have any children with Additional Needs that have particular requirements. Please note that during our 'Exploring the Past' program we run a simulated classroom session and "act" as a strict teacher. The level to which this is undertaken can be changed to cater for students with Additional Needs.

### Special Education Requirements:

- If you have any specific education requirements aligning with the Victorian Curriculum F-10 or would like to address a particular theme and have not already discussed your needs with the Education Team Leader, please call us on 8470 8164.

**Guidelines:**

- Your students must be in visual contact with supervising adults (teachers and/or parents from your school) at all times. **We require that there are at least 2 supervising adults or teachers with each group.**
- Bundoora Park Farm reserves the right to remove students from an area who are behaving inappropriately and/or who are not accompanied by their supervising adult.
- **Photography is permitted, however due to privacy laws recording of programs is not permitted**
- For students to gain the most from their experience it is preferred that photos be kept candid. Please refrain from taking “posed” photos during immersive experiences such as animal feeding.

**Weather:**

- Programs will not run if the weather forecast is for extreme conditions such as high winds, heavy rain, storms or temperatures 36 degrees and over. In these cases the Education Team Leader will contact you and the next mutually suitable date will be offered. Please note that Bundoora Park Farm will not cover the costs of buses or transport should the program be cancelled or rescheduled due to weather conditions.
- Hot and sunny – please remember to bring hats and sunscreen; we have water fountains available throughout the farm and heritage village
- Inclement or drizzling – please encourage wet weather gear and closed shoes. Please call if you have any concerns on the day.
- Please note that snakes may be present around the facility from October to March, however sightings are few and far between. If a snake has recently been sighted our leaders will speak to the groups about what to do should we see a snake. All our staff are First Aid trained.

**Cancellations:**

- If you cancel a booking with less than 28 days notice, you must reschedule the visit to the next available mutually suitable date. If you do not reschedule, a 10% cancellation fee will apply. Cancellations made on the day of your excursion that are not weather related will incur a 10% cancellation fee of your expected numbers.