



SAFETY CITY - TERMS OF CONTRACT

1. Fees: 2016 School Year - \$6.00 per student.
2. Acceptable Payment Plan:
 - a) Full payment at time of booking through credit card payment.
 - b) Full amount payable by cheque received along with signed contract within two weeks of booking. **Indicate date and Confirmation Number on cheque** payable to the Calgary Safety Council.
3. This booking will not be valid and will be allocated to another school if:
 - a) Full payment at time of booking via credit card was not received.
 - b) Cheque and signed contract was not received within two weeks of booking.
4. Please quote CONFIRMATION NUMBER on any correspondence with the Calgary Safety Council.
5. Student Absence:

Students who are unable to attend class the day of the presentation will still receive the same student handouts as those who attended. Non-attending students will be able to participate in reviewing the safety measures learned at Safety City with teachers and classmates, and be able to take handouts home to their parents.

LOCATION:

Safety City - 1717 – 50 Ave. S.W. (Glenmore Athletic Park)

The entrance is at 16 St. and 50th Ave. S.W. Signs are in place to direct buses/parents to the upper parking lot. Please ensure parents are aware of the location and address of Safety City when sending notices out.

TIME:

- a) Classes start promptly at the specified time.
- b) Schools arriving more than ½ hour late will receive a modified program.
- c) It is the teacher(s)/representative responsibility to contact the Calgary Safety Council at 403-287-2990 (ext. 101) as quickly as possible if the class is going to be late. This will enable the Council's Administrator to contact Safety City instructors to assist them in preparation of possible modification of classes depending on how late the class is going to be.
- d) Late arrivals may result in classes being condensed; however, all critical elements of the program will be covered.

- e) If your class must leave early, please notify the instructors on site prior to commencement of class. This will enable our instructors to modify the program so that the children will still have an enjoyable field trip.
- f) Teachers must ensure ample time is allotted for buses to transport children to meet arrival and departure times.**
- g) No overlapping into another class time is allowed.
- h) Extension of class times and/or pick up time by buses due to late arrivals is not acceptable.
- i) If bus arrives early, students may only proceed to classroom pending approval of on- site instructors. Early arrivals may disrupt instructor duties in progress.

NOTE:

The picnic area is to be utilized for snacks during class time only pending approval by instructor and teacher. It is not to be used for any other purpose unless agreed upon by Safety City instructors, and must in no way conflict with, affect, disturb, disrupt other incoming classes or with instructor assigned duties.

VOLUNTEERS:

- a) Minimum of one (1) volunteer per six (6) children.
- b) Volunteers/parents are requested to assist with outside component of program. Please advise parents to dress accordingly for weather conditions.

WEATHER:

- a) Ensure parents are pre-warned to dress their children accordingly so that their visit will be an enjoyable one, regardless of the weather.
- b) Classes may be reorganized to allow more classroom time vs outdoor time if weather conditions dictate a change in the method of instruction.

COMMUNICATION / CORRESPONDENCE:

All communication and/or correspondence with the respective school will be directed to the teacher or teacher's representative only. This will avoid any miscommunication regarding bookings and/or special instructions.

HELMETS:

Helmets are mandatory at Safety City

Please advise students to bring their own bike helmets for safety purposes. Safety City does have access to a few helmets if needed.

NAME TAGS:

- a) Ensure children have name tags upon attending.

SPECIAL INSTRUCTIONS:

- a) Cell phone use is prohibited in classrooms.
- b) Parents, volunteers, teachers must refrain from visiting during classroom instruction. This is disruptive to both the students and instructors.

SPECIAL NOTATION:

Teachers/parents are expected to assist with the on-lot instruction as assigned by the applicable Safety City instructor to ensure the program runs smoothly and concludes on time.

Please complete the Teacher Evaluation forms which are handed out at the time of your presentation. This valuable information assists the Council in making positive changes, enhancements, and/or modifications to the program, Safety City facility, and also acts as

RESOURCES:

- a) Refer to "Preparing for a Trip to Safety City" on the Calgary Safety Council web site (www.calgarysafetycouncil.com).
- b) Check your bookings on line at "Safety City Booking Schedule" on the Calgary Safety Council web site (www.calgarysafetycouncil.com). Please immediately report any inaccuracies to the Calgary Safety Council, 403-287-2990.

CANCELLATION FEE/REFUNDS

This new cancellation/refund policy becomes effective March 1, 2016.

- a) A \$50.00 non-refundable processing fee is assessed with the balance being credited to your credit card if cancellation is more than 14 days prior to the commencement of the scheduled program.
- b) A \$75.00 cancellation fee is assessed with less than 10 days notice to commencement of the scheduled program, with the balance being credited to your credit card.
- c) The Calgary Safety Council retains the right to cancel or reschedule classes as required.
- d) All cancellations/refunds must be in writing to be considered by the Calgary Safety Council board of directors. (Refer to i) and j) below).
- e) Classes are not cancelled due to weather; our program runs rain or shine. Classes are only cancelled due to "inclement weather", i.e. torrential rain, blizzard conditions, gale force wind conditions, heavy snowfall, flooding. In these instances, re-scheduling may be transferred to another date and time with no penalty.
- f) In all other instances, the program will commence on time. If inclement weather (Refer to description stated above) occurs when your class is scheduled for Safety City, the Calgary Safety Council requires 24 hour notification to ensure Safety City instructors do not attend Safety City unnecessarily, or jeopardize their safety and that of your students.

Ensure contact is made by calling or e-mailing the Calgary Safety Council during regular business hours. Failure to provide adequate notification will result in a \$50.00 penalty to be charged against the school.

- g) Ensure children/helpers come prepared for all weather conditions, unless (e) stated above exists.

- h) The Calgary Safety Council retains the right to cancellation or rescheduling of classes due to unforeseen circumstances; ie. Instructor illness, injury, family emergency, death, very adverse weather conditions, or circumstances beyond the Council's control to deliver the program as scheduled and paid for.
- i) Refunds must be in writing to be considered by the Calgary Safety Council board of directors and/or assigned representative from the board of directors.
- j) Cancellations are only to be authorized by the Calgary Safety Council assigned representative from the board of directors.

I _____, (Teacher/Teacher Representative) have read and agree to the Terms and Conditions stated in the above noted document.

Dated _____, Year _____

SIGNATURE: _____

**ENJOY YOUR FIELD TRIP TO SAFETY CITY!
WE VALUE YOUR BUSINESS AND ONGOING SUPPORT OF SAFETY CITY!**