

## PRE-VISIT CHECKLIST

Thank-you for booking a School Program at the Vancouver Aquarium! We look forward to providing a unique education experience for you and your class. In order to help you plan for your visit, please print and go through this checklist prior to arriving at the Aquarium.

Once you have booked a program:

CONFIRM THE DATE AND TIME OF YOUR VISIT by filling out the PROGRAM CONFIRMATION sheet (sent to you after booking) and returning it to the booking office by mail or fax within ten school days of receipt of your information package. We require a signature on this form.

Mail:

Bookings Office  
Vancouver Aquarium  
PO Box 3232  
Vancouver, BC V6B 3X8

FAX:

604-659-3515

Failure to return your program confirmation may result in your program being offered to the next school on the waiting list.

READ THE CANCELLATION POLICY. Inform the Booking Office (604-659-3552) of any significant changes in your class numbers at least ten school days prior to your visit.

PLAN FOR PAYMENT.

We will invoice you on the day of your visit, once we have confirmed your actual numbers. Payments can be made by cheque, credit card, or money order, payable to the Vancouver Aquarium Marine Science Centre.

PLAN FOR PARKING.

CARS:

The Vancouver Parks Board has implemented pay parking throughout Stanley Park. Tickets may be purchased from dispensers located in the parking lots at a cost of \$4.00 per day (October 1 to March 31) and \$8.00 per day (April 1 to September 30). Ticket dispensers accept nickels, dimes, quarters, loonies, \$2 coins and credit cards.

YELLOW SCHOOL BUS:

Yellow school buses are exempt from paying for parking, as long as you park in the bus parking at Brockton Oval (turn right just after dropping off students). Please note that there is a bus drop-off area in front of the Aquarium that is strictly enforced; buses will be ticketed if they park here.

#### COACH BUS:

Contact Vinci Parking prior to your visit to inquire about free bus parking during education programs at the Aquarium.

Vinci Parking System  
1440 West Pender Street  
Vancouver, BC V6B 2S2  
Phone: 604-684-6634  
FAX: 604-684-6186

#### CHECK OUT OUR ONLINE RESOURCES.

We have a number of great resources on our website, including lesson plans, that will help you and your class prepare for your program. Check it out at

[www.vanaqua.org](http://www.vanaqua.org)

#### FIND OUT WHERE YOU WILL MEET YOUR COORDINATOR.

School Programs meet at the main entrance to the Aquaquest Learning Centre. Please have your class line up on the bridge. Your program coordinator will come out to look for you and will be holding a sign with your program name on it. Plan to arrive at the meeting place five to ten minutes prior to your scheduled start time.

#### TALK TO YOUR PARENT HELPERS.

Discuss their role during the program. Because our programs are geared towards the students' grade level, we ask that parents act as observers of the program and refrain from being active participants. Parents can help keep the group together and assist with trips to the washrooms. We ask that parents do not accompany their own child's group and that those with toddlers tour the galleries on their own.

#### MAKE NAME TAGS FOR YOUR STUDENTS.

Name tags help the docents build a closer rapport with each student, and also help to identify students as being part of a school group.

#### ADVISE STUDENTS TO DRESS APPROPRIATELY.

Most programs have an outdoor component so the students will be exposed to the weather.

#### PLAN FOR SNACKS.

Food and drinks may not be consumed in the Aquarium during a program, so planning to have a snack before you meet your coordinator is a good idea.

#### DURING YOUR VISIT.

Your program coordinator will answer questions you might have when you arrive.