

CHECK LIST FOR RANGER-GUIDED EXCURSIONS

Before your visit ...

- Purpose:** Have you established your objectives and prepared your class for the excursion?
- Activity sheets:** If activity sheets are to be used during the excursion, copies should be sent to the Community Education Ranger at least one week before the planned excursion
- Weather:** If the weather is inclement and you wish to cancel, please ring our office number at least 1 hour prior to the commencement time of the activity. The activity may be rescheduled at the discretion of the Ranger to a mutually agreeable time.
- Cancellations:** If for any other reason you need to cancel the activity please ring our office number as soon as you are able. Activities may be rescheduled at the discretion of the Ranger to a mutually agreeable time.
- Transport:** Check that road conditions and terrain suit your organised transport.
- Organise the group:** Talk to your class about caring for the Park environment and minimising the impact of the excursion. Remind them not to pick or disturb plants or animals or take objects from the Park. Parks are protected places.
Ask your class to consider respecting the rights of other people to enjoy their visit to the park.
- Arrival:** Coordinate your class to arrive earlier than the scheduled activity commencement time if toilet and snack stops are required as late starts may cause the original time allocation for the activity to be shortened.
- Footwear:** Ensure that all students wear shoes appropriate to the excursion type. Open-toed shoes like sandals are permissible for beach activities. Closed in shoes such as boots or runners should be worn on all other occasions.
- Clothing:** Ensure all students wear clothing suitable for the activity, including hats. A trip planned in the wet season will mean raincoats are necessary.
- Essentials:** Organise children to have a hat, sun block, insect repellent, water and a snack.
- Food:** Most Parks do not have kiosks or are not close to food or drink stores. Please bring your own food and drinks and ensure that you have enough rubbish bags to take your rubbish with you.
- First Aid:** Carry a first aid kit with you at all times. All Community Education staff are qualified in Senior First Aid and are able to assist should a situation arise.

During your visit ...

- Discipline & supervision:** Throughout the activity discipline and supervision remain the responsibility of the teacher. Rangers will manage the group but will not be responsible for supervising or disciplining children.
- Behaviour:** Encourage students to-
- Follow the advice and directions of the Ranger
 - Listen closely and ask questions at the appropriate time
 - Participate in all facets of the activity
 - Collect their rubbish in the bags you have brought, and most importantly,
 - HAVE FUN !!
 - Become involved yourself and HAVE FUN too !!

