RAO Booking Information

Contact information
Please contact Jennifer Howse, Education Programs Manager at 403-931-2366 or email jihowse@ucalgary.ca to book a program or for more information.

https://science.ucalgary.ca/rothney-observatory/programs/school-groups/school

Booking Details
Daytime programs run from 10am to 2pm, we can adjust time to accommodate your school's schedule.

Evening programs are two hours long and we can start at 6pm, 630pm or 7pm.

Book programs at least two weeks in advance to ensure availability.

Once you register your class, we will send you an email confirmation of time, date and verify any special considerations.

The programs are designed to accommodate 32 to 40 students, however if you have a larger group, please plan to allow students an opportunity to share their questions.

Student to adult ratio:
Grades four to six - 1 adult to 32 students
Grades seven to nine - 1 adult to 40 students

Cost
The fee for programs is $5.00 plus gst per student. We do not charge for teachers or parents.

Fee payment – Payments are accepted on the date of the program with cash, debit, or credit. We can take pcard payments over the phone (403) 931-2366. If you wish to pay with a cheque, after the program via email confirm the number of students in attendance. A Payment Information Statement will be issued and is payable by cheque to the University of Calgary and mailed to Physics and Astronomy SB605, 2500 University Drive NW, Calgary, AB T2N 1N4.
Cancellation Policies
To cancel or reschedule a program please contact us as soon as possible and we will do our best to reschedule. There is no charge for canceled programs.

The RAO has the right to cancel a program due to weather conditions. We will contact program organizer as soon as possible to discuss highway driving conditions. Access to the roadway up to the observatory can be subject to snowfall and adverse weather. We also respect school board policies for highway driving and field trip regulations.

University of Calgary Forms
Any school group that attends a program at the RAO must complete and sign an off-site master agreement form. The form will be provided when the program is booked. Complete and sign the form and return to the RAO via email. The RAO will have the form completed by University of Calgary Risk Management and a copy will be emailed to you for your records.

Addendum – the University of Calgary risk management is requiring you sign an addendum regarding the vaccine status of members of your group. This addendum asks you to verify the vaccine status of the members of your group who are 12 years up and older.

Health and Safety
The RAO is owned and operated by the University of Calgary. As a field station of the U of C, the RAO follows the Covid-19 policies as set by the U of C and Alberta Health. For up-to-date Covid-19 measures, please visit the U of C emergency management website.


The RAO is located in Foothills County and the fire response is within 15 minutes and emergency response is within 15 minutes, all services are contacted through 911.

The RAO is located on a quarter section of rural land. Hazards include and are not limited to highway travel to and from the site. Weather conditions, uneven ground, and wildlife, including insects. Activities include students moving through the field station buildings, observing the sky with a telescope, and gathering out of doors as part of observatory tours.

The RAO has two first aid kits located in the Interpretive Centre and the Observatory building. At the program staff is trained with Standard First aid/ CPR C.

Location
The RAO is located twenty minutes southwest of Calgary on Highway 22. Please visit our website for details and a map of our location.
This is a rural location and part of the program is conducted out of doors. Visitors are expected to dress for the weather and outdoor conditions.

School bus loading, unloading, and parking is the upper parking lot near the entrance of the Interpretive Centre.

Indoor washrooms are available in the Interpretive Centre and the Observatory building.

**Water and Food**
The water supply is safe, but visitors are encouraged to bring their own water bottles. The RAO does not sell food and visitors are expected to bring their own food, lunches, or snacks. Time is allowed for a 1/2-hour lunch period during the daytime programs.

**Pre-Program Visits**
Educators can arrange to visit the site before a program. The visit is coordinated with Jennifer Howse jihowse@ucalgary.ca. The visit can be during or after school hours at a mutually agreed upon time. Also, available is attending public events at a reduced cost.

**Pre-Trip Preparation**
- Please group your students according to six-person table groups. Also, please group the entire group into two separate groups.
- Please assign a parent or teacher to each of the two groups.
- Students are welcome to bring journals and time will be provided for journal reflections of their field trip experience.

**On-Site during the Program**
Part of the program is out of doors. Students are expected to dress for the weather. The site is on a windy hill and the weather is colder and windy compared to the weather in Calgary.

- Winter - winter coats, boots, hats, gloves, scarf
- Spring and fall - warm coat, hat, sturdy outdoor shoes
- Summer – jacket, hat, sturdy outdoor shoes, sunscreen, insect repellant

**Expected Behaviour**
- Students, educators, and parents are expected to follow directions from RAO staff.
- Students are expected to stay within sight line of an adult.
- Respect the natural areas and do not disturb or take away natural items.
- No unsafe behaviour such as shoving, pushing, chasing or bully activity.
- In the case of emergency, groups are expected to gather at the sign posted muster point located in the upper parking lot. RAO staff will contact EMS if necessary.
• The RAO is a science facility and students will not disturb researchers or technicians. Respect for equipment and science technology by following directions and not touching or damaging equipment.

Schedules and Itineraries are grade specific and are shared in a different document.