



EXCURSION TO MOONLIT SANCTUARY ESSENTIAL INFORMATION FOR TEACHERS

BOOKING TERMS AND CONDITIONS

Numbers	Final numbers must be confirmed 3 days in advance and this is the number you will be invoiced for. The minimum numbers required to run the program is 15 students. <i>If</i> booked numbers fall below these, the School will be invoiced for the minimum number of participants.
Cancellation Policy	A Cancellation fee of \$250 applies for programs cancelled less than 48 hours before your visit. If a re-booking can be made for a date agreeable to all parties, this fee may be waived.

We are an all-weather venue. Programs will only be cancelled, and schools notified, in accordance with risks outlined in the Evacuation procedures (shown on following page). Please look ahead at forecasts to determine appropriate clothing. Modifications to programs will be made persistent heavy rain.

INCLUDED ADULT TO STUDENT RATIO

Carers/Aides (of students with physical or learning needs)	<i>1 per person</i>
Early childhood	<i>1 for every 3 paying students</i>
Foundation to grade 2	<i>1 for every 5 paying students</i>
All others	<i>1 for every 10 paying students</i>
Extra adults	\$18.00 (each)

HEALTH AND SAFETY

Supervision	Whilst on site teachers and accompanying adults are responsible for their students at ALL times and ensure students adhere to our Code of Conduct (see below).
First Aid	Schools are responsible for any first aid that students may require and MUST bring a first aid kit and have a designated first aider. Designated staff from Moonlit Sanctuary will assist where required. If you require an Ambulance, notify a member of staff. All 000 calls must go through the Visitor Centre as this is the first point of call for the emergency services.
Risk Assessment	Schools are responsible for producing their own risk assessments. We highly recommend you visit the site before bringing students. A Moonlit Sanctuary Excursion Risk Assessment is also available upon request.
Child Safety	All our Education staff possess Working with Children Check cards and operate in accordance with the Moonlit Sanctuary Staff Code of Conduct and Child Safety Policy.

EMERGENCY EVACUATION PROCEDURES

The emergency assembly point is the grassy area in front of the Visitor Centre deck

If you are in the Park	If evacuation is required designated staff (Wardens) will move through the Sanctuary with bullhorns directing visitors to move to the Assembly Area in front of the deck of the visitor centre. If safe, visitors will then be directed to move to the car park or as otherwise directed by emergency workers.
If you are in the Visitor Centre	If evacuation is required from the Visitor Centre designated staff (Wardens) to move through the Visitor Centre with bullhorns requiring visitors and staff to exit from the nearest

POSSIBLE RISKS NECESSITATING AN EVACUATION

Wildfire	<p>On days of high fire danger staff will monitor:</p> <ul style="list-style-type: none"> • VicEmergency website • Local area <p>for the presence of wildfires.</p> <p>If a fire is detected and Moonlit Sanctuary is threatened an immediate evacuation will be put in place.</p> <p><i>Note:</i> Due to our geographical location it is assumed that we will not face a wildfire approaching from a distance away, but the major fire danger will be from a fire that commences on or adjacent to the Sanctuary.</p>
Flood	In the event of Langwarrin Creek breaking its banks and continuing to rise rapidly an immediate evacuation will be put in place.
Storm and High Winds	<p>If in the opinion of the Duty Manager, storms or high winds present a danger to visitors, an immediate evacuation is to be put in place.</p> <p>For areas with moderate risk, a perimeter preventing visitors from entering zones of risk will be designated.</p>
Animal Escape	If the animal is dangerous, visitors

CODE OF CONDUCT

FOR SCHOOLS VISITING MOONLIT SANCTUARY WILDLIFE AND CONSERVATION PARK

This *Code of Conduct* outlines our expectations of Students and Teachers.

As an intimately sized Wildlife Park with free-range animals, visitors are privileged to experience closer proximity to native Australian Animals than is possible in other facilities.

Our staff aim to provide meaningful, memorable and safe learning experiences, that maintain the welfare of our animals, and enjoyment of all our visitors. As such, it is essential all Teachers and supervising adults understand the importance of the following expectations.

Supervising Teachers are responsible for:

- ✓ Closely supervising students in their care *at all times and* modelling appropriate behaviours – this includes times when Education Officers are conducting sessions.
- ✓ Ensuring students maintain behaviours that prevent stress to all our animals, including those that are wild, free-range or inside enclosures. Loud noises, running, chasing animals, climbing, digging, throwing stones, and carrying sticks are not appropriate behaviours in this setting.
- ✓ Ensuring students move around the park in a way that maintains appropriate use of spaces shared with other visitors, such as paths and in front of exhibits. Please be especially conscious of sharing space, and volume during Keeper Presentations.
- ✓ Communicating the *Code of Conduct* to all Teachers, Supervising Adults and Students

Students are responsible for:

- ✓ Behaving in a way that shows respect and care for all our animals at Moonlit Sanctuary - including wild, free-range and those in enclosures.
- ✓ Moving in a way that maintains their own safety and the safety of others
- ✓ Treating each other, Teachers and staff at Moonlit Sanctuary with respect - allowing all classmates to benefit from the learning experience
- ✓ Treating all property of Moonlit Sanctuary and of all visitors with respect
- ✓ Following the instructions of Staff, Education Officers and Teachers

Moonlit Sanctuary has the right to ask those not complying with the *Code of Conduct* to leave. Schools are responsible for supervising students who have been directed to leave.