



Moonlit Sanctuary

the best way to see Aussie animals

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 \$300 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.
<p>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 in persistent, heavy, rain.</p>	

INCLUDED ADULT TO STUDENT RATIO

Carers/Aides (of students with physical or learning needs)	1 per person
Early childhood	1 for every 3 paying students
Foundation to grade 2	1 for every 5 paying students
All others	1 for every 10 paying students
Extra adults	\$20.00 (each)

HEALTH AND SAFETY

Supervision	While on-site, Teachers and accompanying adults are responsible for their students, and for ensuring students adhere to our Code of Conduct, (see below) at all times.
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 call 000 and/or an Ambulance is dispatched, notify a member of staff so we can assist with entry. If you would like us to call 000 please notify a member of staff immediately.
Risk Assessment	Schools are responsible for producing their own risk assessments. We can accommodate an assessment visit to 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, or are VIT registered teachers, 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 with an Education Officer	If evacuation is required, Education staff will direct students and school staff they are with, to the Car Park . There they can assemble with other classes present for the excursion.
If you are in <u>not</u> with an Education Officer	If evacuation is required, designated staff (Wardens) will move through the Park with bullhorns, directing all visitors and staff to the Assembly Area in front of the Visitors Centre . If safe to do so, the class may be directed to move into the Car Park from the nearest exit to join the rest of the classes present for the excursion.
After assembling	Moonlit Sanctuary Staff will seek advice from Emergency Services personal, before directing visitors and schools to an onward location.

POSSIBLE RISKS NECESSITATING AN EVACUATION

Wildfire	On days of high fire danger staff will monitor: <ul style="list-style-type: none"> • VicEmergency website • Local area <p>for the presence of wildfires. If a fire is detected and Moonlit Sanctuary is threatened an immediate evacuation will be put in place. <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	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. For areas with moderate risk, a perimeter preventing visitors from entering zones of risk will be designated.
Animal Escape	If the animal is dangerous, visitors will be instructed to evacuate to the assembly areas or safe zones.

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.