



# Tiffin Trip Tips

Please read the following information carefully prior to your visit.

If you have any questions at any time during the trip preparation process, please contact our Environmental Education Manager at 705-424-1479 ext.280 or 705-220-3326 (cell) or [outdoored@nvca.on.ca](mailto:outdoored@nvca.on.ca).

**We look forward to your visit!**

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## Transportation

### Arranging Bussing

Teachers/group leaders are to arrange their own transportation to and from the Tiffin Centre.

For Grade 4 teachers scheduled through the SCDSB, your transportation is arranged by the Board.

### Bus Drop-Off

Upon arrival, a Tiffin staff member will meet your bus at the bus drop-off zone and escort you and your students to designated program areas.

Bus drivers who remain on-site for the duration of the visit will be directed to Parking Area #1 to park their vehicle—no idling please! Drivers are welcome to make their way to the John L. Jose Environmental Learning Centre (the 'white building') to enjoy a cup of coffee and relax in the Great Room. Students dropped off by parents should also proceed directly to the Learning Centre at the far end of the covered boardwalk.

## Pre-Trip Preparation

### Clothing & Personal Items

All programs at the Tiffin centre involve outdoor activities and run rain or shine.

Proper clothing is essential. Please take into consideration the season, the weather forecast on the date of your arrival, as well as your choice of program(s), and advise your students to dress appropriately (closed-toe shoes, hats, gloves, scarves, snow pants, rubber boots, etc.). Long pants are recommended for all programs.

Students are discouraged from bringing valuable personal items such as handheld gaming systems and cell phones—once lost in the forest, these items are rarely found.

The Tiffin Centre accepts no responsibility for the loss or theft of personal items.

### Lunchtime

To reduce the amount of waste generated at the Tiffin Centre, we have a boomerang lunch program—all lunchtime waste is returned home.

Please remind students to bring garbage-free snacks and lunches as no food items are available for purchase at the Tiffin Centre.

Water fountains are conveniently located inside the Learning Centre, near the washrooms.

**Please note:** Discipline throughout the day as well as lunchtime supervision and activities are **teachers' responsibility**. An outdoor activity is strongly recommended over the lunch break. We now offer a fenced Free Play Space for younger students. Ask our staff for more information.

### Volunteers

While not all programs require volunteers, they can be very helpful during a visit. Up to 3 adult volunteers per class, in addition to teachers and/or EAs, may attend at no cost (more for JK/SK classes). Please contact us if you have questions about determining the best adult to student ratio for your selected program.

We encourage all volunteers to bring their interest, enthusiasm and willingness to participate while helping to supervise children! They should be prepared to spend the day outdoors, and dress appropriately.

### Environmental Ethic

At the Tiffin Centre we strive to instill a sense of respect, wonder and care towards the natural environment. Please remind students to keep the Learning Centre and trails clean and free of litter. Leave flowers, plants and animal life undisturbed. Any collecting is to be done by or under the supervision of a Tiffin instructor.

### Cancellation Policy

There is no charge to cancel a booking provided at least two weeks' notice is given before your scheduled visit.

If a cancellation is received with **less than two weeks' notice**, your group will be

charged for **50% of the scheduled number of participants**. Minimum fees apply.

In the event buses are cancelled due to inclement weather or teacher union job action, the cancellation fee is not required if the program is rebooked. Please contact the Manager, Environmental Education to reschedule should this occur.

### Damages

As with all NVCA clients, visiting groups are responsible for the condition of the property and the conduct of participants. Damage to NVCA property may result in withdrawal of future booking privileges and users will be charged for any replacement costs, repairs and/or cleaning.



**Nottawasaga Valley**  
Conservation Authority

**Tiffin Centre for Conservation**  
8195 8th Line, Utopia, ON L0M 1T0  
**T:** 705-424-1479 **F:** 705-424-2115  
**E:** [outdoored@nvca.on.ca](mailto:outdoored@nvca.on.ca)  
**nvca.on.ca**

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This document is available in  
alternative formats.

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