

2008 Rottnest Island Environmental Education School/Group Bookings Information and Forms

Welcome to the 2008 Rottnest Island Environmental Education Program.

The Environmental Education program offers a range of dynamic activities, encouraging active student involvement and experiential learning. Students are able to investigate the Island's remarkable environment, including its history and culture; terrestrial and marine life; flora; and conservation and management.

Rottnest Island's natural environment provides an ideal location for many of these activities; while others are conducted in our Discovery Centre which contains education exhibits, art facilities and a laboratory containing microscopes and other investigative equipment.

The Environmental Education Program has been developed in accordance with the Curriculum Framework and is aimed at students of all levels and abilities. The activities are delivered by experienced and qualified Education Officers.

Following are the [terms and conditions](#) for the 2008 Rottnest Island Environmental Education Program. Please read this information carefully before selecting your preferred activities. If you have any queries please feel free to call the Education unit.

Advance Booking

In order to allow for processing and up-front payment for activities, all bookings for Rottnest Island Education Activities must be received at least 4 weeks prior to the activity. Payment for all bookings must be received in full at least 2 weeks prior.

All prices charged are set prices for a group however discounts are available if multiple activities are selected and for groups with less than 10 participants. Group size limits depend on the type of activity. Should your group be larger than the specified group size limit you can book two or more sessions at the same time for the same activity. There is some flexibility in group size limits for some activities and these can be negotiated at the time of booking.

Time between activities

Please note that although Ferries run on time there may be a delay in disembarking and/or unloading (particularly bicycles) and therefore it is best to allow at least 45 minutes after estimated landing time to get to your first activity.

Although the distances between areas on the Island seem small, please remember that travel by foot or by bike can often take longer. You should leave reasonable time between activities to ensure all students can arrive comfortably. If you are not sure about the time it takes to get between areas of the Island our friendly staff can advise you.

Late Policy

All activities start strictly on time. The Education Officers will wait approximately 10 minutes for your group and will attempt to contact you. Groups who are not at their specified location at the start of the activity risk having the activity cancelled or a shorter presentation delivered. No refunds are offered for cancelled activities due to non-attendance.

ROTTNEST ISLAND EDUCATION SERVICES

Telephone: (08) 9372 9777

Fax: (08) 9372 9775

Email: education@rotnnestisland.com

Bike Hire

Rottnest Island Bike Hire is located on the island and can cater for school groups requiring from 10 to over 100 bikes at affordable rates. School groups are given priority attention on arrival and bikes can be collected and returned at times to suit the program requirements. Helmets, bicycle locks and a courtesy call out service for break downs is included.

Bike Hire opens at 8:30 am. There are often queues at Bike Hire and it may take time to ensure all participants have appropriate bikes, therefore we suggest you allow 30-45 mins to get to any planned activities from Bike Hire. Advance bookings for groups is required. Contact Rottnest Bike Hire on 08 9292 5105.

Duty of Care

Although Education Officers are fully trained they do not replace your responsibilities for the Duty of Care of the students. Schools **MUST** maintain the same ratio mandated by the Department for Education and Training when participating in our activities therefore for every 10 students there must be an accompanying adult. A Safety Pack is available on request.

Cancellation Policy

Cancellation Fees (including GST)

50% of total cost of activities: If a booking is cancelled less than two weeks prior to the date booked.
Full Charge: If a group cancels within 24 hours, does not show up for the activity or is more than 10 minutes late for an activity.

INCLEMENT WEATHER

- Groups unable to travel to Rottnest Island due to the cancellation of their scheduled ferry will be refunded the payment for activities.
- If the weather appears unsuitable at the time of the activity, the group are still required to attend the booked session unless they have been advised by Education that the activity is cancelled. Failure to do so will still result in full payment required.
- Outdoor sessions may have to be cancelled if the weather is unsuitable. Alternative sessions will be arranged where possible. In these cases where sessions are cancelled by Education Services due to the weather, the full payment for the cancelled activity will be refunded.

Administration and change of booking fee

To cover the costs of booking your activities all bookings from term3 2008 will incur an administration fee, which is a flat fee of \$50. If changes are made to a booking then a fee of \$20 will be charged. Bookings made for times outside of normal office hours will incur overnight and/or after hours fees.

Please read the above carefully then sign below.

I have read and accept the above terms and conditions.

Date of Acceptance: _____

School: _____

Leader: _____ Signed: _____
(Please Print Name)

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Group Information Form

*Please note that camp leaders/organisers are responsible for student safety and care during all sessions. **Please provide a mobile number your group can be contacted on whilst on the Island.***

School/Group					
Contact Person					
Phone		Fax		Mobile <i>(essential)</i>	
Address				Post Code	
Email Address <i>(essential)</i>					
Year Level		Total Students		Total Staff/Adults	
Subject Area/s					
Where will you be staying?					
Day/Date of Arrival				Day/Date of Departure	
Is there anything that we need to know about your students?					
Will your group have bikes?				Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
Do you require a Safety Information Pack?				Yes	<input type="checkbox"/>
				No	<input type="checkbox"/>
How did you hear about our programs?					
Group Leader			Signed		

Activity Request Form

Week Starting: _____

Please choose activities from the Activity List provided.

In each time slot please indicate your activity preferences and number of students.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00	<i>e.g. Your Island to care for (20 pax)</i>				
10:00					
11:00					
11:30	Oliver Hill Train and Tour _____ pax	Oliver Hill Train and Tour _____ pax	Oliver Hill Train and Tour _____ pax	Oliver Hill Train and Tour _____ pax	Oliver Hill Train and Tour _____ pax
12:30	Oliver Hill Train and Tour _____ pax	Oliver Hill Train and Tour _____ pax	Oliver Hill Train and Tour _____ pax	Oliver Hill Train and Tour _____ pax	Oliver Hill Train and Tour _____ pax
13:00					
14:00					
15:00					
Other:					

Please sign and return all 4 pages to the Rottnest Island Education Unit.

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