

# 2023 EARTH ED

## BOOKING TERMS & CONDITIONS



### PROGRAM TIMES

**Onsite:** It is expected that schools arrive on time at Earth Ed for their program. Please ensure this is possible before confirming your booking.

Option A: 09:30 - 13:30

Option B: 10:00-14:00

**Outreach:** we will contact you to organise session times.

**Please note:** adherence to the [requirements for staff-student ratios](#) is expected when visiting Earth Ed, with a minimum of two staff members attending plus any additional staff required based on excursion numbers

### YOUR ROLE

- Visiting teachers are expected to actively supervise, participate and engage in all aspects of a visit to Earth Ed
- Earth Ed teachers aim to facilitate and enhance the student's experience at the centre
- Please notify Earth Ed of any students with special requirements when confirming your booking

### LUNCH / BREAKS

- Students will be given the appropriate amount of breaks
- Please ensure that students bring all their own food as there is no facility to purchase snacks or lunch onsite

### BUS TRAVEL (GOVERNMENT SCHOOLS)

- Earth Ed offers fully subsidised bus travel for Government schools
- Buses must be booked through Ballarat Coachlines, and it is the responsibility of the visiting school to coordinate these (T: 03 5335 5300)
- Further details are included in the confirmation email
- Schools are responsible for informing the bus company of any cancellations or changes to their booking

### PAYMENT (NON-GOVERNMENT SCHOOLS)

- Upon registration, Earth Ed requires schools to book for an approximate number of students
- Final confirmation of numbers and full payment is required 7 days prior to your visit. After this time no refunds will be given if student numbers change and any additional students will be invoiced post visit.

### CANCELLATIONS

Earth Ed must be advised of any changes to numbers or cancellations at least 4 weeks prior to the visit. We aim to be flexible, please keep us updated with any changes or issues with your booking. Extenuating circumstances will be taken into consideration.

- Any school that cancels a booking within four (4) weeks of their scheduled program date will be charged a cancellation fee of \$25 per student booked in.

- Any school that cancels within two (2) weeks of their scheduled program will be charged a \$100 administration fee plus a cancellation fee of \$25 per student booked in.
- Any school that cancels within one (1) week of their scheduled program will be charged a \$250 administration fee plus a cancellation fee of \$25 per student booked in.
- If you do not notify us of cancellation or change in your booking within 48 hours (2 days) of your booking, a \$500 cancellation fee plus a \$25 per student booked in fee will be charged.
- Any costs charged by the bus company to Earth Ed associated with your cancellation or changes will be passed on in full to the cancelling school.

Earth Ed reserves the right to:

- Reallocate your place if we are unable to confirm your booking or payment procedures are not followed
- Modify program content in line with demand and availability of resources at any time
- Vary fees for a program, impose administrative charges on overdue accounts or refuse to accept subsequent booking requests from schools that fail to pay any due fees or notify us of cancellations.

### SUN SMART

- We encourage all schools to maintain their own sun smart policies whilst visiting the centre

### PHOTO PERMISSIONS

Images captured during our programs may be stored and used for Earth Ed publications, social media and advertising purposes. Schools are required to indicate to Earth Ed staff if there are any visiting students/staff without signed photo permissions. Earth Ed is under the jurisdiction of the Safe Schools Policy, and all staff possess a current working with children's check.

### HEALTH AND SAFETY

We follow the latest advice and guidelines from the Department of Education; any changes or updates will be implemented accordingly.

