



Head-Smashed-In Buffalo Jump

**Head-Smashed-In Buffalo Jump
Interpretive Centre**
Box 1977
Fort Macleod, Alberta
Canada T0L 0Z0
Email: info@head-smashed-in.com

Phone: 1 (403) 553-2731
Fax: 1 (403) 553-3141

*Toll free in Alberta phone 310-0000
(and ask for Head-Smashed-In
553-2731)*

www.headsmashedin.org

**Government
of Alberta** ■

EDUCATIONAL SLEEPOVER PROGRAM HEAD-SMASHED-IN BUFFALO JUMP WORLD HERITAGE SITE

Welcome to the Head-Smashed-In Buffalo Jump Educational Sleepover Program!
Sleep in a Blackfoot style plains tipi under the cliffs of Head-Smashed-In Buffalo Jump.

Head-Smashed-In Buffalo Jump's sleepover program allows groups to enjoy many activities and experiences in a two day visit. There is no need to try to complete a trip to Head-Smashed-In Buffalo Jump World Heritage Site in a single day when you have the opportunity to spend the night right here below the cliffs.

Call Head-Smashed-In Buffalo Jump at 403-553-2731 to plan your visit. Alberta residents can call toll free by dialling the RITE line at 310-0000 and entering 403-553-2731 after the prompt.

Special needs:

Please notify the Sleepover Coordinator if your group has any special needs or requirements such as physical challenges or behavioural issues.

If dietary sensitivities (food allergies, etc.) or other medical issues are a concern, please notify us at the time of booking.

IMPORTANT NOTES

This Educational Tipi Camp Sleepover is available **ONLY** to Schools and Youth Groups like Scouts, Cubs, Girl Guides and Brownies.

Our Chaperone Ratio Policy is 1:8 (meaning 1 chaperone per 8 students)

Our minimum group size is 24 students plus 3 chaperones plus teacher = 29

Our maximum group size is 40 students plus 5 chaperones plus teacher = 46

The educational sleepover is only for the month of June.

We do not offer a tipi camp for the general public.



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Part A

HEAD-SMASHED-IN BUFFALO JUMP WORLD HERITAGE SITE SLEEPOVER CONFIRMATION OR BOOKING FORM

Group Name:

Address:

Date of Booking: _____

Contact Person: _____

Contact Phone: _____

Number of Children: _____

Contact Fax: _____

Number of Adults: _____

Contact Email: _____

Date of arrival: _____

Estimated time of arrival: _____

Do any members of your group have any special needs or requirements (e.g. dietary concerns, allergies, restricted mobility or behavioral issues, etc.

- Yes
- No

If yes please be very specific as to issues and numbers:

Fax back to 403-553-3141 or save and email back to your contact at HSIBJ

Part B

Important Notes

- ◆ Groups are permitted to bring their belongings to their appointed Tipi as soon as they arrive.
- ◆ Student supervision and discipline is the responsibility of the group leader. We require one (1) adult for every (8) children. Teachers and supervisors must remain with their group at all times. Please be sure parent supervisors are aware of their responsibilities as chaperones (the ratio will be adjusted if the group consists of special needs youth)
- ◆ Your group may have a scheduled time to shop in the gift shop. A maximum of eight (8) children are permitted to shop at one time. Due to limited space, please assist us in enforcing this requirement.
- ◆ The cost of the sleepover program is \$50.00 per child, plus \$30.00 for food. The teacher/group leader, bus driver and chaperones, up to the 1:8 ratio, pay for food only. Additional chaperones must pay \$50.00 tipi fee plus \$30.00 for food. All groups are required to bring a cheque made out to the Alberta Minister of Finance. Alternatively, groups may pay with VISA, MasterCard or cash upon arrival.
- ◆ Deposit of 10% must be received to “lock in” your booking. The balance can be paid upon arrival.
- ◆ See appendix A

We thank you for your interest and participation in the Head-Smashed-In Buffalo Jump sleepover program. For questions regarding your booking or itinerary, please contact the Sleepover Coordinator at 403-553-2731.

Signed

Signed

 School/Group Primary Contact Person

 Sleepover Coordinator

Date: _____

Date: _____

Fax back to 403-553-3141 or save and email back to your contact at HSIBJ

PROGRAM AND ITINERARY

An orientation session will be provided for all children and adults in your group. This will encompass an overview of your program schedule and outline the requirements of Head-Smashed-In Buffalo Jump World Heritage Site. The sleepover coordinator and site staff are responsible for program content and presentation. The group leader and chaperones are responsible for group behavior.

Sample Itinerary

DAY ONE:

2:00pm ~ Arrival: Bathroom break and wash station orientation.

Tipi assignment. Move gear into appointed tipis.

Camp rules, tipi groups, program schedule, site orientation, and camp safety.

Orientation sessions held at the programming Tipi.

3:00pm ~ Assemble on plaza (wristbands, rules of the building)

3:30pm ~ Building tour

5:00pm ~ Supper time

6:00pm ~ Settle into Tipi

7:00pm ~ Tipi Program (Living off The Land) at the programming Tipi

8:00pm ~ Evening program (Hand games, stories by the fire)

If the winds are high this program will be held inside the programming Tipi.

9:00pm ~ Free time

10:00pm ~ Lights Out

DAY TWO:

8:00am ~ Rise, clean up, pack up, and load bus or assemble gear for loading.

9:00am ~ Breakfast

10:00am ~ Lower trail hike

11:00am ~ Free time for gift shop and interpretive center (supervised)

11:30am ~ Lunch – A bag lunch is provided - to eat in the Plaza, or at the Tipi Camp
or on the bus while going home

12:00pm ~ load and depart

Registration

All groups MUST complete the standard registration form on Page 2 and 3 of this package. Waivers are included on page 8 and **every** participant must complete a waiver. Please photocopy one form for each participant. The forms must be completed and signed by the parent or guardian, or the individual age 18 yrs and over. Indicate “Student/Youth”, “Adult/Chaperone” or “Bus driver” on the form.

What to send:

Signed Confirmation of Booking Forms, part A and B.

Waiver Forms (1 per person attending)

10% Deposit

Upon our receipt of your booking information we will confirm your booked sleep over date and itinerary.

Mail, fax or email information to:

Mail:

Head-Smashed-In Buffalo Jump World Heritage Site
 P.O Box 1977
 Fort Macleod Alberta, T0L 0Z0
 Attention: Tipi Camp Coordinator

Fax: 403.553.3141

Email: info@head-smashed-in.com

Phone: 403-553-2731

CANCELLATIONS, CHANGE OF DATE AND REFUNDS

The option to change the date of your program is available if the request is made more than two (2) weeks before the existing confirmed date or the proposed new date, whichever comes first. Although we do not promise that the new date you want will be available we will make every effort to accommodate requests.

Group cancellations received by telephone must also be confirmed in writing, either by fax or by mail 2 weeks or more prior to the confirmed date of the sleepover. These groups will receive a refund of the total amount paid minus a \$25.00 administrative fee

Please note: Groups arriving with fewer participants than booked may be charged for the missing participants' third party costs (i.e. meals) and other fixed costs.

The Manager and/or the Head of Interpretation will make all final decisions regarding refunds. The Head-Smashed-In Buffalo Jump World Heritage Site, through the sleepover Coordinator, reserves the right to cancel a booked or confirmed Sleepover Program. If the Site deems it necessary to cancel a booked or confirmed Sleepover Program, the group will be given the option of an alternate date or a full refund of monies paid.

PROGRAM POLICIES AND PROCEDURES

Chaperones:

Student supervision and discipline is the responsibility of the group leader. Head-Smashed-In Buffalo Jump requires a minimum of one (1) adult chaperone for every eight (8) children. Teachers and supervisors must remain with their groups at all times. Please be sure parent supervisors are aware of their ongoing responsibilities as chaperones.

- ◆ The role of every adult chaperone is to assist with supervision, organization and clean up and to communicate individual and group needs and problems to the Sleepover staff.
- ◆ Chaperones are in a supervisory role while at the center and other locations included in the scheduled itinerary. Head-Smashed-In Buffalo Jump staff are not responsible for the basic disciplinary needs of your group. Any damage caused to the center or surrounding area will be properly identified and charged to the responsible group.
- ◆ Adult chaperones are responsible for ensuring that all areas of the Tipi Camp used by the group are clean and neat upon the group’s departure.
- ◆ Unacceptable behavior or failure to comply with Head-Smashed-In Buffalo Jump World Heritage Site’s guidelines and rules may result in the group being asked to leave. **No** refund will be made to the group in this case.
- ◆ One chaperone with the group is to be designated as the First Aid Person for the group. He/She will be responsible for decisions regarding sick and/or injured participants. Any cost related to a sick and/or injured participant is the responsibility of the participants parent or guardian and/or the group’s leader. (Please see the Waiver Form)
- ◆ All programs are mandatory and full participation from both participants and chaperones is expected unless extreme circumstances prevail.
- ◆ There must be one chaperone sleeping in each tipi to supervise the children throughout the night

Arrival and Departure

- ◆ Arrival time for sleepover is 2:00pm. We try to maintain a flexible schedule and atmosphere, but a late arrival will likely result in us having to alter or reduce your scheduled activities. Please contact Head-Smashed-In Buffalo Jump as soon as possible if you find your group is going to be delayed.
- ◆ Departure time is at 12:00 noon on day # 2. We ask that chaperones make certain that the bathrooms and sleeping areas are neat and clean and that all personal and sleeping gear is packed and stored in your vehicle(s) before breakfast.



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WHAT TO BRING:

A happy smile and a good attitude!

- ✓ Dress casually and comfortably
- ✓ Nighttime wear: pajamas, jogging pants, T-shirts
- ✓ Warm sleeping bag and pillow
- ✓ Your own pad or air mattress- we also have foam pads available on site
- ✓ Indoor footwear (in times of rain or snow)
- ✓ A flashlight (at least one per tipi)
- ✓ Water bottle (to fill from water jug at tipi camp)
- ✓ Facecloth and towel, toothbrush and toothpaste
- ✓ Participants may wish to bring additional spending money to shop in the gift shop. Shopping will only be allowed at the times stated, maximum 8 at a time.
- ✓ Bring your best manners. Be respectful of this place as it is sacred to the Blackfoot people and honoured worldwide. Be respectful of your fellow campers, other site visitors and all site staff. And please be respectful of any wildlife, however small or large, that you might encounter.

Please do not bring:

- ✓ Electrical appliances such as hair dryers, shavers, curling irons, radios, i-pods and cell phones (group leaders may bring a cell phone)
- ✓ Disrespectful language or behavior

Head-Smashed-In Buffalo Jump Interpretive Center Waiver of Liability for Sleepover Program

I, _____, wish to participate in the sleepover program at the Head-Smashed-In Buffalo Jump Interpretive Center on the _____ and _____ of June, 2010

I agree to follow the guidelines, responsibilities and regulations which are to be outlined by the Sleepover Coordinator/ Interpretive Guide upon arrival at the Head-Smashed-In Buffalo Jump Interpretive Center.

In consideration of acceptance of my participation in the sleepover program and the provision of benefits of the sleepover by the Minister Of Culture and Community Spirit (Minister), I hereby waive any right of recourse I may now have or acquire in the future against Her Majesty the Queen in Right in Alberta as represented by the Minister, his employees and agents in the event of my sustaining bodily injury or property damage **arising as the result of participants' and supervisors' occupancy or use**, except where such injury or damage is due to the negligence of the Minister, his employees or agents. I further agree that my participation is voluntary and for my own benefit. This waiver shall be binding upon my executors and heirs.

Signature of Applicant

Signature of Parent or Guardian
(where applicant is under 18 years of age)

Date: _____

Date: _____

Address of Applicant

Address of Parent or Guardian
(if different from applicant)

Phone Number of Applicant

Phone Number of Parent or Guardian
(if different from Applicant)

Emergency Procedures for Head-Smashed-In Tipi Camp

FOR ALL EMERGENCIES PLEASE CALL 911

Fort Macleod Ambulance	911
Fort Macleod Fire Dept	911
Fort Macleod Hospital Emergency Room	(403) 553-5311
Poison Centre	1 800 332 1414, if busy call Calgary (403) 944-1414
Fort Macleod R.C.M.P. (Local problems, during office hours)	(403) 553-4406
RCMP Dispatch for Emergencies	911

Cell phone signal strength is excellent, on site at the tipi camp.

Cell phones do not work inside the Visitor Center and your phone battery will run down if left on for an extended period of time, within the building.

Emergency Procedure

- Inform H.S.I staff of emergency
- Assess the injury/emergency
- Assess if First Aid is Needed – Level 1 First Aid is available on site
- Call 911 immediately for EMERGENCIES
- Give location under “DIRECTIONS” information
- It will take at least 20 to 30 minutes for local ambulance service to arrive on site.

**Phones are available at Interpretive Centre during daytime hours of operation.
 HSIBJ Phone # (403) 553-2731**

HSIBJ Interpretive Centre hours of operation:

10:00 am – 5:00 pm - Daily

DIRECTIONS

Located 3 km north of Fort Macleod on Hwy 2 then 16 km west on Secondary Hwy #785

The Tipi Camp is on the north side of the highway, next to the overflow parking lot.

UTM Land Location:
 Section SW-6-9- W4

GPS coordinates

49 degrees 42 minutes 30 seconds north
 113 degrees 39 minutes 7 seconds west



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