



Regulations and Information for Your School Visit

Please e-mail your **estimated time of arrival time** to joni@ottawachildrensfestival.ca **ASAP** so that we can ensure all buses and groups arriving by foot can be met by OCF greeters on time.

Inclement Weather

- Performances take place under tents, inside the Canadian War Museum or at LeBreton Flats Park. There will be no cancellations due to inclement weather.

Bus Arrival: **LeBreton Flats Park/Canadian War Museum** **1 Vimy Pl Ottawa, ON**

(Note: if you have a group attending shows at Arts Court please message Joni Hamlin separately about those arrangements – joni@ottawachildrensfestival.ca.)

- Please add your School Name, print and place the Ottawa Children's Festival bus signs on the **windshield** and both **front side windows** of the bus.
- When your bus arrives, a Festival greeter will meet you. Payment will be confirmed before being directed to your performance. There will be no labels or hand stamps needed as in previous years. Your group confirmation page was emailed to you. Please print it, as it will gain you entry to your performance(s).
- Bus drivers should be prepared to find their own parking. Buses cannot remain on site during your visit.
- Please read the [provided directions](#) on how to get to the LeBreton Flats Park and the Canadian War Museum.
- Please view the [site map](#) for directions to the Bus Drop Off Zone, which is the large square area across from the main front doors of the museum.
- ***Please ensure your ENTIRE group is at the venue 15 minutes before your show starts. If your bus arrives late, a Festival greeter will help guide you in. Your group may need to wait for a suitable break in the performance.***

PLEASE REMEMBER MASKS MUST BE WORN BY EVERYONE OVER THE AGE OF 5 INSIDE ALL VENUES, INCLUDING TENTS. IF ANYONE IN YOUR GROUP NEEDS AN EXEMPTION, PLEASE LET US KNOW.

IF ANYONE IN YOUR GROUP NEEDS ASSISTANCE PLEASE LET US KNOW.

First Aid:

- First aid responders are located beside the Box Office Tent.

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Lost and Found:

- If any of your students should happen to misplace an item, they should check in at the **Box Office Tent** before they leave the Festival. Please leave your contact information and a description of the item so that we may contact you if the item is found. Students can return with their families May 21-23 to search for any lost items. After the Festival we cannot guarantee their return. Feel free to provide any student's family with our contact@ottawachildrensfestival.ca email if they are in search of lost items.

Venue Procedure:

- We ask that your entire group enters the performance together as your tickets are combined in one document (paid and complimentary tickets). Groups will be asked to form a queue in order to ensure smooth entry into the venue. If you plan to split up in smaller groups to explore the on-site activities, please make it clear to your supervisors and students when and where to meet 15 minutes prior to the performance.

Bathroom Facilities:

- There are portable washroom facilities around the grounds (as can be seen on the site map).
- We also have access to the washrooms in the Canadian War Museum.
- *Please encourage your students to use the washroom before attending your show. Some small shows will not allow people to leave or enter the venue after the show has begun as this can greatly affect the atmosphere of the performance.*

Eating Areas:

- The picnic area shown on the site map is available for eating and relaxing throughout the day.
- There are picnic tables and grassy areas around the Festival grounds and you are more than welcome to have lunch outside, weather permitting.
- You have access to the cafeteria inside the Canadian War Museum. You are welcome to eat lunch there as long as you are purchasing food from the cafeteria.
- There are limited food vendors at the Festival this year. We encourage everyone to bring a packed lunch. There are a few water fountains at LeBreton Flats Park but no large water refilling station. Ensure your students bring a full water bottle.

Joni Hamlin
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