

Information for Teachers

Welcome! We're so glad you have chosen to participate in The Hub for Inspired Learning.

Below you will find some information that will be of help to you in preparing for your week at Arts Commons.

RESOURCES



The Hub for Inspired Learning is located on the **Plus 15 level** of the Calgary Public Building, directly across from Teatro's and Olympic Plaza. It contains tables, chairs, and a sink with a professional grade dance floor.

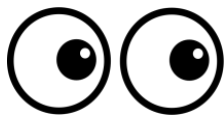
Coatracks have been provided in which students may hang jackets, shoes/boots and backpacks. All of our rooms are locked.

Your class can use one of two **washrooms**. The first is directly across the hallway and is available for one person at a time. You will be provided with the digital code to unlock it. The second set of washrooms is located in the Jack Singer Lobby and can accommodate the whole class. These doors are always locked but your site coordinator has a key. Students will always need to be accompanied by an adult when using either of these facilities.

The Site Coordinator and the Campus Calgary Education Coordinators will meet with you and your teaching partner to **plan** your interdisciplinary study approximately 6 weeks before your visit to The Hub for Inspired Learning. Drafts of your schedule will be sent by email afterwards.

The Hub for Inspired Learning Site Coordinator will support you throughout the planning stages. During your time at The Hub we will be involved in giving you tours, act as a resource to teachers and students, and will facilitate contact with guest artists.

SUPERVISION



It is essential that all participants are aware that The Hub for Inspired Learning is a place of business and, therefore, workplace etiquette must be observed. Please ensure your students and volunteers appreciate the importance of not running, speaking in loud voices, or playing on the escalators, in the elevators or revolving doors.

Because of the nature of its business, Arts Commons is open to the public. However, certain areas are considered to be "off limits." Please do not return to or enter a theatre space or concert hall without first receiving approval through the site coordinator.

PARENT VOLUNTEERS AND SCHOOL STAFF



You will find that involving parent volunteers and other staff from your school will greatly enhance your experience. The more adult volunteers you have, the greater the flexibility to accommodate the various interests of your students. They will be especially valuable working with small groups or individuals, as well as during lunch and washroom breaks.

We would recommend a minimum ratio of 1 adult to every 5 students, but you may want extra volunteers depending on the activities you have scheduled. Other school staff such as resource and strategist teachers, classroom aides and E. L. L. teachers, are also an asset.

Parents who work downtown are welcome to drop in for a visit with their child over lunch.

SNACKS AND LUNCHES



Lunches can be eaten in The Hub for Inspired Learning or outside if weather permits. There are no refrigerators or facilities for heating food. There is recycling in The Hub for paper, plastic and cans.

As there is no drinking fountain in the classroom, students should bring water bottles.

A coffee shop is located in close proximity to The Hub, however it is advisable to discourage the use of this outlet by students and volunteers.

WHAT TO WEAR



All participants should wear clothing that is comfortable. Please remind both students and volunteers that they may be on their feet quite a bit so good walking or running shoes are important. As well, everyone should dress for Calgary's changeable weather. Even when the weather is less than perfect, it is important for all participants to go outside at some point in the day, if only for a short period of time, in order to refresh themselves.

JOURNALS



The use of journals to record observations, reflections and sketches is an integral component of our program. It is advisable to begin using these at the beginning of the school year so the students are comfortable writing and sketching in them before visiting The Hub for Inspired Learning. Parent volunteers are expected to have journals also.

SUPPLIES



Students will need to bring their own pencils, erasers, pencil crayons and other personal items. Individual pencil sharpeners are also an asset. The classroom teacher will need to bring extra pencils. These materials may be stored in the classroom for the duration of your visit.

- Pencils, pens and spares
- Indoor shoes
- Pencil crayons and / or felt pens
- Bag lunch
- Journal / notebook
- Snack
- Individual pencil sharpeners
- Suitable outerwear
- Water bottle

EMERGENCIES



Many of The Hub's staff have valid Workplace Standard First Aid and CPR training. A first aid kit is located in both classrooms by the sink. Band-aids are located in the same drawer.

Emergency medical information (health care number, allergies, etc.) for each student is the responsibility of the classroom teacher.

PARKING



The bus will let the students off on Stephen Ave. at the front of the Jack Singer Concert Hall. Anyone arriving by car can park in the public parkade under Arts Commons or the Municipal Building (enter off 9 Ave. S. W.) There is a charge for the use of these parking lots.

PAYMENT



The cost for The Hub for Inspired Learning is \$1250 (\$1500 for Independent schools).

Payment should be made no later than the first day of your scheduled visit. Please make cheques for **\$750 payable to Arts Commons**. The remainder is payable to Campus Calgary/Open Minds.

Cheques can be given to the Coordinator on the first day of the program or mailed in prior to your week. Our mailing address is:

Attn: John Anderson
Arts Commons
205 8th Ave SE
Calgary, AB T2G 0K9

MEDIA



Occasionally, there will be opportunities for classes to be interviewed by the media. It is recommended that you make yourself aware of which students have completed media release forms. It is the responsibility of the **classroom teacher** to decide which students may or may not participate in this type of activity.

Prior to coming to The Hub you need to provide a few forms. The first, from the CBE, is a Consent for Specific Media Coverage-Freedom of Information and Protection of Privacy. This form is on the CBE Staff site. For Catholic Schools, please consult with your principal.

You can find a Consent for Release form for students and parent volunteers on this website. They should be photocopied and included with the information you send home with your students. Completion of this form is over and above the permission received



through the above-mentioned media release. Please collect and return the forms to us on the first day of your week at The Hub for Inspired Learning.

If you are in need of further information please contact:

John Anderson, Site Coordinator
The Hub for Inspired Learning, Arts Commons
(403) 294 7455 x 1458
janderson@artscommons.ca

