

Booking Form – Education Early Childhood/Kohanga Reo



EDVisit type:

- EDVisit independent
- EDVisit led by a Te Puia Guide

Educational Programmes

Options available:

- Option 1: Te Puia Daytime EDVisit**
Standard visit to Te Puia. (Excludes Cultural Performance and other optional Activities).
- Option 2: Te Puia Daytime COMBO EDVisit**
Includes a Cultural Performance (45mins): 10.15am, 12.15pm, 3.15pm
- Option 3: Te Puia Daytime Cooking EDVisit**
Includes **Cooking in the hot pool**. Please supply your own kai: eggs/corn.
(Excludes Cultural Performance).
- Option 4: Te Puia Daytime Deluxe COMBO EDVisit**
All of the above options included.

EDVisit information:

Please note that all bookings require at least two weeks advance notice.

Please provide **three dates** in order of preference

1st date * 2nd date 3rd date

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Please provide **three times** in order of preference

1st time * 2nd time 3rd time

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How many students? How many adults?

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Te Puia Supervision ratios:

Preschool: 1:1

Special needs/notes for your group/particular focus of your visit, etc.

EDVisit Additional Options:

Please check the boxes below if you would like us to contact you about the following additional options available during your visit.

- Lunch space @ Te Wharau (great space if it's wet)
- Waka Express

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School Details:

Name of teacher	<input type="text"/>		
Name of school *	<input type="text"/>		
Email *	<input type="text"/>		
	Country	Area	Number
Phone number *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		

* Compulsory fields

Payment Details: Invoice _____ Cash on arrival
Purchase Order No.

General Information:

Education Manager:
Mercia-Dawn Yates
DDI: +64 7 343 1865
Mobile: +64 21 741 231
Email: mercia@tepuia.com
Website: www.tepuia.com

Admission Hours:
Summer: 8am - 6pm (last tour at 5pm) Winter: 8am - 5pm (last tour at 4pm)

Please return pages 1,2,4 to:
email: reservations@tepuia.com
OR fax: +64 7 3483418
Reservations will contact you directly to confirm your booking.

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The following **Risk Assessment and Management Form** is to assist school teachers to plan a school excursion to Te Puia.

The purpose is to identify:

- Possible hazards
- Measures that will eliminate, isolate or minimise identified hazards
- The action to control and minimize the extent of an injury

Te Puia's Adult:Student Ratio Pre-School 1:1 Primary 1:4 Secondary 1:7 Tertiary 1:20

Undesired Event(s)		<i>Accidents/injury incurred in the Geothermal Reserve Area, Marae Ātea at Te Puia.</i>		
		PEOPLE	EQUIPMENT	ENVIRONMENT
Factors Causing Accidents		<ul style="list-style-type: none"> ● Venturing off defined walkways in the geothermal valley. ● Not listening to Te Puia staff's instructions. ● Careless behaviour. ● Running. ● Poor group control. ● Overcrowding. 	<ul style="list-style-type: none"> ● Unsafe facilities such as viewing areas, bridges. ● Provision of inspection registers. 	<ul style="list-style-type: none"> ● Objects on walkway. ● Wet weather. ● Earthquakes, eruption. ● Dark spaces - Kiwi House. ● Wet floors/ surfaces.
Risk Management Strategies		<ul style="list-style-type: none"> ● School groups briefed by Te Puia staff as to appropriate behaviour required before entering our facility. ● Group must be kept together at all times & under supervision. ● Head count before entering and during, parent responsible for tail end. ● All Te Puia staff to carry R.T. ● Accident register kept in first Aid room 	<ul style="list-style-type: none"> ● Regular inspection of facilities. ● All structures and bridges certified. ● Clear signage and guide map. 	<ul style="list-style-type: none"> ● All pathways maintained. ● Hazards clearly marked and fenced. ● Te Puia staff to adjust tour depending on weather conditions and visiting group's behaviour.

Te Puia Staff Requirements	<ul style="list-style-type: none"> ● Knowledge of First Aid and Basic First Aid. ● Knowledge of evacuation procedures in case of eruption, earthquake and/or fire. ● Knowledge of emergency procedures for injured person.
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Please complete the following and return with EDVisit Booking Form:

School's confirmed Adult:Student Ratio: Adult ____ : Student ____

Teacher in charge: _____ Principal: _____