

CHECKLIST FOR SCHOOL CLASSES – INFORMATION FOR TEACHER AND RESPONSIBLE PERSONS

AbenteuerPark Potsdam

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Checklist for school classes – information for teachers and responsible persons

IN ADVANCE

- You can look up more information & advice on the internet: **Schüler und Auszubildende**
- Answers of frequently asked questions can be found on the internet as well under FAQ.

AS SOON AS POSSIBLE

- Please provide us with the necessary information including: Age and number of guests, class level, preferred date and program.
 - by phone 0049 331 626 47 83
 - by mail to info@abenteuerpark.de
 - via our enquiry form on the website: **Anfrageformular**

14 DAYS BEFORE THE EVENT

- **Parental form** – print out one parental form for each student, hand them out to your students and let them get it signed by their parents - bring the forms with you on the day of your visit.
- **Teacher form** – print out, fill in - and bring the form with you on the day of your visit.
- Children up to 11 years of age must be accompanied by an adult or by a private ParkRanger (provided by us) in order to climb.

1-3 DAY BEFORE THE EVENT

- Please let the AbenteuerPark Potsdam know if changes of guest numbers have been made.
- Print out the **Anfahrtsplan** map and keep it ready on the day of your visit in case you get lost.
- Advise your students about weather suitable and comfortable clothing as well as proper, closed shoes. We recommend leaving jewelry, watches and scarves at home. Those must be taken off when climbing. If hair is longer than shoulder length, it must be tied up.
- We can provide lockers and lockable boxes, for those who need them.
- Please collect all fees from your students prior to your visit (only if you pay the complete sum, will you be able to get the school class-discount). One teacher or adult guardian climbs free of charge.
- You can find more details about prices on our homepage: www.abenteuerpark.de/Schueler_und_Auszubildende/

ON DATE OF THE EVENT

- Please bring enough time with you to make your stay with us as relaxed as possible. (*Kletterwaldabenteuer & TeamZeit* minimum of 3 hours; *Klassenabenteuer* minimum of 6 hours).
- The program will be similar to this:
 - please arrive approx. 15 minutes prior to the event in order to have enough time for any organisation needed; parental forms, teacher forms, storing bags, using the bathrooms, paying the fee, etc. (Please collect the fees from your students if not already done so)

Only for the program Klassenabenteuer:

 - 3 hours of team play and cooperation-games plus a short break

Tree Event GmbH

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Amtsgericht Potsdam

HRB 20261 P

Finanzamt Potsdam

Steuernummer 046/121/06490

DKB Deutsche Kreditbank AG

IBAN:DE53120300001020183875

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Stand: 03.07.2015

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For Kletterwaldabenteuer and Klassenabenteuer:

- approx. 30 minutes to put on climbing equipment and have your safety introduction
 - 2 hours of climbing
 - approx. 15 minutes to return the climbing equipment and maybe have a little snack at our Café before leaving.
- Check the completion of forms:
 - Parental forms
 - Teacher form
 - Anfahrtsplan map
- Fees (collect from students in advance) can be paid in cash or by cash card. Sorry, we do not accept any credit cards.
- Make sure that everyone is physically fit on the day of the event. If not, please consult the parents and let someone from the team of the AbenteuerPark Potsdam know.
- Snacks, cold drinks and coffee are also available at our Café **Waldbistro**.

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