

Field Trip Checklist

Prepare Yourself – For teachers/group leaders

- Review your confirmation letter carefully. Check that the details are correct, and familiarize yourself with the schedule.
- For Guided Programs please consider bringing:
 - Pencil for each student
 - Box for lunches
 - Nametags
- All registered groups are to report to the Children's Learning Center, unless informed otherwise by the Gatehouse attendant. A staff member will greet you.
- If you are running late, please notify us at: (847) 835-6801.
- Review the following Policy Information sheet, which includes cancellation fees and lunch information. (See Page 2.)

Prepare Your Bus Company - Please make the bus company aware of the following policies:

- Upon arrival, the driver should ask the Gatehouse attendant for the group's meeting location.
- The driver should bring a sack lunch.
- The driver must remain on the premises for the entirety of the program.
- Buses may be used to transport students to different locations within the Garden, and must be available at all times in case of an emergency or unexpected change in the weather.
- Buses are not permitted to idle longer than ten minutes while on Chicago Botanic Garden premises.
- Directions to the Garden can be found at: <http://www.chicagobotanic.org/visit/directions>

Prepare Your Parents

- Students may spend at least half of their visit outdoors, and some programs are conducted entirely outdoors. Notify parents to send their students appropriately dressed for the weather and walking.
- (Optional) Send the provided short note home to parents. (See Page 4 & 5)

Prepare Your Students - Students often wonder about transitions of the trip.

- Outline the schedule of the day and when they will eat lunch.
- Advise students to dress appropriately for the weather, and to wear suitable walking shoes.
- Review the included Garden Code of Conduct with students.

Prepare Chaperones

- Share the following Chaperone Information and Field Trip Garden Procedures with each chaperone (See Page 3).
- Students are required to be with a chaperone at all times. With a chaperone, small groups of 10 students at a time are allowed in the store.
- Teachers are included in the chaperone to student ratios: Pre-K – 2nd 1:5 students is required; 3rd-5th 1:7 students is required; 6th-12th 1:10 students is required.

POLICY INFORMATION

Payment, Cancellations & Refunds

- Submission of a registration form does not guarantee a reservation. Your visit is not reserved until we receive full payment and you receive a confirmation receipt from the Chicago Botanic Garden.
- The Chicago Botanic Garden is an outdoor facility. If you choose to cancel due to poor weather, we are unable to provide a refund or reschedule your trip, as indoor options, the Greenhouses, Regenstein Center, and Plant Science Center, are available to your group as alternatives.
- If the weather is threatening or severe, a modified guided program will continue indoors. We are unable to provide indoor program space for self guided field trips.
- We are unable to give refunds or reschedule trips for cancellations with less than two weeks notice, and we cannot refund for absent children.
- If you are canceling at least two weeks prior to your visit you may:
 - Receive a full refund less a \$25 administrative handling fee will be issued per group.
 - Reschedule your visit; however due to the high volume of registrations, we must limit rescheduling of visits to once per group.
- Unregistered classrooms or groups will be admitted subject to availability and charged the appropriate fees.

Tram, Trolley, Model Railroad Garden, Wonderland Express Exhibition

- Per person fees for the Tram, Trolley, Model Railroad Garden Exhibit and Wonderland Express Exhibition are at discounted rates for pre-registered groups.
- If you bring more people than specified in your original confirmation letter, we may not be able to accommodate them. If, at our discretion, we can safely guarantee additional spaces, participants will be charged the full regular price on the day of your visit. (Tram Tours \$6 adult, \$4 child; Model Railroad Garden \$5 Adult, \$3 child; Wonderland Express \$10 adult, \$8 child.)

Photography Consent

- By registering for Guided or Self-Guided visits, students consent and teachers warrant that they have the consent of parents of students under the age of 18 to be photographed and to the use of such photographs in future Chicago Botanic Garden publications and promotional materials. If a particular student (or, if under 18, their parent or guardian) does not consent to being photographed and to such use of the photographs, please notify us in advance of your visit.

Food Consumption & Storage

- Please be respectful of persons with allergies and ask your group to pack a peanut-free lunch that does not require refrigeration.
- Groups registering for Self-Guided Field Trips and/or Walking Tours have access to the public outdoor Picnic Glen, located between parking lots 1 and 2. We are unable to provide indoor accommodations for these groups; in case of poor weather, Self-Guided Field Trip and/or Walking Tour groups may eat their lunches on the bus.
- Help preserve the Garden's serene atmosphere and maintain its unique and beautiful collections by keeping all food out of the gardens and trails. We suggest that individuals carry their lunches in backpacks or store lunches on the bus. Due to space restrictions, groups are not permitted in the Garden Café.

CHAPERONE INFORMATION

Thank you for assisting your group's field trip. Please:

- **dress appropriately for the weather (including comfortable walking shoes)**
- **remain with the group at all times**
- **refrain from cell phone use during the field trip**

Ensure the students enjoy their visit:

- **Role-model appropriate behavior**
Read and follow the *Garden Code of Conduct (below)* yourself.
Listen, observe and participate.
- **Know the purpose of the field trip**
Why is your group visiting the Garden today?
Ask your class teacher/group leader to review the purpose of your visit.
- **Assist with all activities**
Share your enthusiasm and excitement.
Help distribute and collect activity materials.
- **Help students make observations**
Make your own observations about plants and ask their opinion.
Invite students to share their discoveries with you.

Garden Code of Conduct

The wonderful plants and animals you see at the Garden are a 'living' collection. **Please help preserve the Garden's serene atmosphere by discussing proper behavior with students before visiting the Garden.**

- Refrain from picking plant material or climbing on trees and shrubs.
- Remain on designated paths at all times.
- Please speak quietly while inside buildings and keep voices at an appropriate level.
- Please be respectful of other groups and individuals who are also visiting.
- Active sports and games are prohibited; all play equipment should remain in the vehicle.
- Keep food out of the gardens and trails. Food is allowed in designated areas only.
- Groups with insufficient numbers of chaperones and/or demonstrating inappropriate behavior may be asked to leave.

EMERGENCY PROCEDURES

In the event of a medical emergency please inform the nearest Chicago Botanic Garden staff member.

If no staff member is available, please call Garden Security at (847) 835-8321.

Please refrain from calling 911 from your cell phone.

If it becomes necessary to call 911 please contact Garden Security immediately afterwards, as the Garden consists of 385 acres and emergency services may find it difficult to locate you without the aid of Chicago Botanic Garden security personnel.

Dear Parent,

Your child(ren) will be attending a field trip to the Chicago Botanic Garden on:

(Date)

Depending on the weather, students may spend at least half of their visit outdoors, and some fall and spring field trip programs are conducted entirely outdoors.

Due to the Garden lagoons, the temperature is often cooler than the daily average. **Please make sure your student is appropriately dressed for the weather.**

Spring/Fall Field Trip

- Long pants
- Close-toed shoes
- Jacket

Winter Field Trip

- Winter Coat
- Snow Boots
- Hat/Scarf/Gloves or Mittens

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Estimado Padre,

Su hijo/a tomaré un paseo al Jardín Botánico de Chicago

(Fecha)

Depende del tiempo, los estudiantes puedan estar afuera por lo menos la mitad del paseo, y algunos paseos durante el otoño y la primavera están afuera completamente.

A causa de las lagunas del Jardín, la temperatura está un poco más fría del promedio diario. **Favor de asegurar que su hijo/a tiene vestido apropiado por el paso.**

Paseos durante la primavera y el otoño

- Pantalones largos
- Zapatos cerrados
- Chaqueta

Durante el invierno

- Chaqueta de invierno
- Botas para la nieve
- Gorra/Bufanda/Guantes

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