

## Guided Field Trip Checklist

**Thank you for choosing the Chicago Botanic Garden as a field trip destination. You have selected a program for your students that will involve lots of learning—and fun! Please review the guidelines before your visit to ensure everyone is best prepared.**

### **Prepare Yourself** – For teachers/group leaders

- Please review your confirmation letter carefully, and check that the details and schedule are correct.
- For Guided Programs, please consider bringing:
  - Pencil for each student
  - Box for lunches
  - Nametags
- Upon arrival, a staff member will greet you at Parking Lot 3. If you are running late, please call: (847) 835-8313.
- 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 Gatehouse attendant will direct the driver to a designated parking space in Lot 3.
- Buses must be available at all times in case of an emergency or unexpected change in the weather.
- The driver must remain on the premises during the field trip, and should bring their own lunch.
- Buses may not idle longer than ten minutes at the Chicago Botanic Garden.
- Drivers may visit <http://www.chicagobotanic.org/visit/directions> for directions.

### **Prepare Your Parents**

- Students may spend at least half of their visit outdoors, and some programs are conducted entirely outdoors. Please notify parents to send their students appropriately dressed for the weather and walking.
- (Optional) Send the provided short note home to parents. (See Pages 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 Garden Guidelines with students. (See Page 3)

### **Prepare Chaperones**

- Share the following Chaperone Information and Field Trip Garden Procedures with each chaperone (See Page 3).
- Students remain with their chaperone at all times during the visit. 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 – 2<sup>nd</sup> 1:5 students is required; 3<sup>rd</sup>-5<sup>th</sup> 1:7 students is required; 6<sup>th</sup>-12<sup>th</sup> 1:10 students is required.



## **POLICY INFORMATION**

### **Payment, Cancellations & Refunds**

Your visit is reserved when we receive full payment and you receive a confirmation receipt from the Chicago Botanic Garden. Unregistered classrooms or groups will be admitted subject to availability and charged the appropriate fees.

If the weather is threatening or severe, a modified guided program will continue indoors.

If you cancel at least two weeks prior to your visit, you may receive a full refund less a \$25 administrative fee (per group), or reschedule your visit (once per group). We are unable to give refunds for cancellations with less than two weeks' notice, or for absent students.

### **Tram, Trolley, Model Railroad Garden, Wonderland Express Exhibition**

Registered groups receive a per-person discounted fee for the tram, trolley, Model Railroad Garden, and Wonderland Express exhibition.

If you bring more people than specified in your original confirmation letter, we may not be able to accommodate them. If we *can* safely guarantee additional spaces, participants will be charged the regular full price. (Tram Tours \$6 adult, \$4 child (ages 3-12); Model Railroad Garden \$5 Adult, \$3 child (ages 3-12); Wonderland Express \$12 adult, \$10 child (ages 3-12).). Contact the Registrar if your exhibition numbers change before your field trip.

### **Photography Consent**

Unless we are notified in advance about particular students or their parents (or guardian) *not* consenting to the students being photographed, registration serves as consent that students may be photographed and that such photos may be used in Garden publications and promotional materials.

### **Lunch and Snacks**

Please ask students to pack a peanut-free lunch that does not require refrigeration.

Registered Guided Groups are guaranteed indoor space for lunch. Depending on the program and season, lunches will be stored either on the bus or in storage bins inside the classroom. Unless purchasing food or beverage, no Guided Groups are permitted to eat lunch in the Garden Café. Please keep all food out of the gardens and off the trails.



## 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 guided program**

Ensure the students enjoy their visit:

- **Role-model appropriate behavior**  
Read and follow the *Garden Guidelines* 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 Guidelines

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.**

- Please refrain from climbing on trees and shrubs or picking fruits and vegetables.
- Remain on designated paths at all times.
- Please speak quietly while inside buildings and the Garden.
- Active sports and games are prohibited; all play equipment should remain in the vehicle.
- Please keep food out of the gardens and off the trails. Your lunches will be held at the Children's Learning Center or on the bus until your guided program has ended.
- Please refrain from feeding wildlife.
- 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 tomará 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 estarán 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 lleve vestido apropiado para el paseo.**

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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