

School Field Trip Chaperone Guide



Dear Chaperone:

Thank you for being a chaperone! Your first priority is your assigned student group. These students need your full attention and you are responsible for their safety and for ensuring they have an enjoyable, engaging, learning experience.

We strongly recommend that you not bring younger siblings along and that you refrain from using your mobile phone during your visit. It is required that you stay with your group at all times.

We require one adult chaperone (must be 21 years or older) for every 10 students. A 1:5 ratio is preferred. All students (through 12th grade) must be supervised at all times. Teachers and chaperones will be held responsible for student conduct. Any behavior that endangers the safety of our animals, staff or other visitors will result in your group being expelled from our facility.

Please follow the directions on this page to ensure a safe and enjoyable visit.

- Before the trip, talk to the teacher about:**
 - The educational goals of the trip.
 - The behavioral expectations for the students.
 - The activities you will lead at the Zoo.
 - The communication plan and the meeting times and locations.

- Before arriving at the Zoo, review this Chaperone Checklist, Field Trip Activities sheet(s), and any other handouts from the teacher.**

- Use the attached form to make a list of the students in your group. Along with their names, add a description of what they are wearing in case someone gets lost. Make sure the students know your name.**

- Review the Zoo rules with the students in your group**

- Use the Field Trip Activities to keep students involved.**
 - Focus students on the activities as you guide them around the Zoo.
 - Encourage the students to ask questions and then look for their own answers by observing, collecting evidence, making guesses, and expressing opinions.

Chaperone Arrival & Admission

Parent/Chaperone admission cannot be collected by teachers. Parents, chaperones and additional adults are not included in the school group count and don't qualify for the group rate. They must pay separately from the group at the gate and are charged full price (or can use their FOTAZ membership*). Only students and school personnel qualify for the School Field Trip rate admission.

For a smoother entry, we suggest chaperones and adults meeting the school group at the Zoo arrive before the school group, park and pay admission.

Chaperones and adults can wait inside the Zoo Entrance for the class to enter.

*Memberships do not apply for children or school personnel counted with the school group.

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Chaperone's Name: _____

School Name: _____

Teacher's Name: _____

Teacher's Ph: _____ Alternate Ph: _____

 **First Aid:** Main Office

 **Lost & Found:** Main Office

 **Lost Child:** Report to the nearest staff member

 **Zoo Office:** 318.441.6814

MY STUDENTS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

OUR SCHEDULE

ARRIVAL _____

Time Location

EDUCATION PROGRAM _____

Time Location


LUNCH _____


Time Location

DEPARTURE _____

Time Location

RULES OF THE WILD Please Prepare Your Students

-  **DO** stay with your assigned chaperones at all times.
- DO** pick up your trash. Please dispose of garbage in trash or recycling bins.
- DO** stay on pathways and walk, not run.
- DO** use quiet voices.
- DO** be patient and look all around the exhibit. Animals are adapted to blend in with their surroundings. They maybe resting nearby.
- DO** instruct your students to look for a uniformed zoo employee if they get separated from their group.

-  **DON'T** deface zoo or aquarium property.
- DON'T** feed the animals. They are on carefully balanced diets.
- DON'T** climb on rocks, walls, or fences.
- DON'T** deface zoo property.
- DON'T** pick flowers or plants
- DON'T** tap on exhibit glass, scream, spit and/or throw objects of any kind into exhibits. This behavior is disrespectful and will not be tolerated.