

Please read all sheets. New information enclosed.



## To Qualify for the School Field Trip Group Rate a Group Must

- Be at the Pre-K - college level and at a school recognized by the Louisiana Department of Education
- Make a reservation online at least two weeks prior to visiting
- Have a minimum of 15 PAYING individuals
- Have all student, teacher and additional school personnel payments collected in advance and present payment at the Admission Gate as one single transaction. Your entire group must enter together at the time of payment. Those entering separately from the group will be charged full price.
- Pay with cash, school check, or Visa/MasterCard. Purchase orders are not accepted. (The Zoo is unable to refund overpayments made by check.)
- Have a minimum of one adult (aged 21 years or older) per 10 students (through grade 12); a 1:5 ratio is preferred. College students must be accompanied by at least one teacher.

## Zoo Member Policy

Zoo memberships are not valid for field trip visits. Memberships were designed for an individual, couple or family experience and not built for field trip usage. Because we serve a large volume of field trips each year, it is necessary to serve field trips efficiently in order to provide good customer service for all visitors.

## Refund Policy

- No refunds will be issued once a ticket is purchased.
- No refunds or rain checks will be issued due to inclement weather. The Zoo is an outdoor facility with little indoor space. Please plan your trip to the Zoo accordingly based upon the anticipated weather conditions for that day.
- No refunds will be issued to anyone removed from the Zoo for failure to follow Zoo rules.

## Rates for Qualifying School Groups

All rates are subject to change.

### Students

**Admission \$4.50 / Train \$1.50**

All students, including children 3 and under and FOTAZ members, are charged the group rate.

### School Personnel

**Admission \$4.50 / Train \$1.50**

One teacher per class (minimum class size 15 students) and bus drivers are admitted free with valid school ID. Additional teachers, teacher aides and other school personnel will be charged (must present valid school ID). Bus drivers must check in and receive a wristband if entering Zoo.

### Parents/Chaperones

**Admission \$7.50 / Train \$2.00**

**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).





## Lunch Storage

Registered groups are permitted to bring in lunch. The Zoo does not provide monitored lunch storage due to lack of space. Lunch items and ice chests are the responsibility of the group.

**NO GLASS CONTAINERS OR STRAWS MAY BE BROUGHT INTO THE ZOO.**



## Picnic Areas in the Zoo

Picnic areas inside the zoo include the playground, Picnic Pavilion, Education Pavilion and Main Entrance. These areas are limited and cannot be reserved. Seating at the tables at the Palm Cafe is reserved for Cafe customers only.



## Picnic Areas outside the Zoo

Shaded, grassy public areas adjacent to the zoo can accommodate picnicing groups. Teachers can receive a hand stamp that will allow the entire class to re-enter the Zoo after their picnic lunch outside the Zoo.



## Name Tags

School IDs or name tags should be worn by students and teachers. Please include the name of the child, teacher's name, and school on tags.

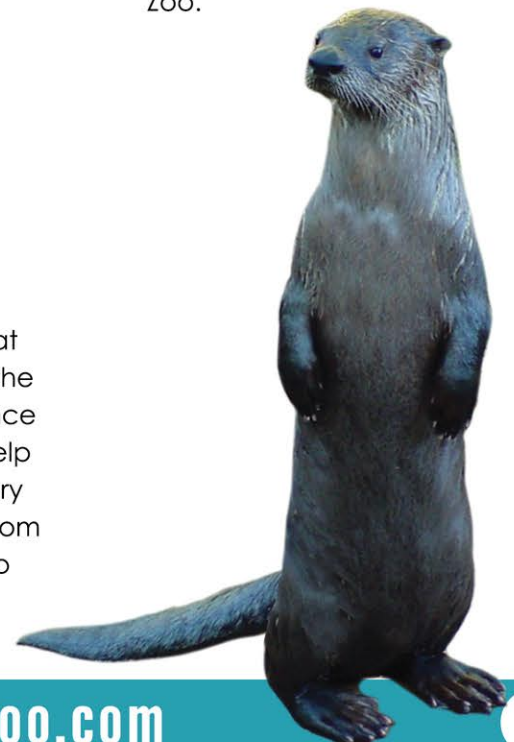
**Please DO NOT use safety or straight pins as they are a serious health hazard to the animals if they fall off.**



## Emergencies

**Zoo Office 318.441.6814**

If you need assistance while at the zoo, proceed directly to the Zoo Office at the front entrance where we can provide the help you need. In the event of injury or if a student or separated from your group, please alert a zoo staff member for assistance.

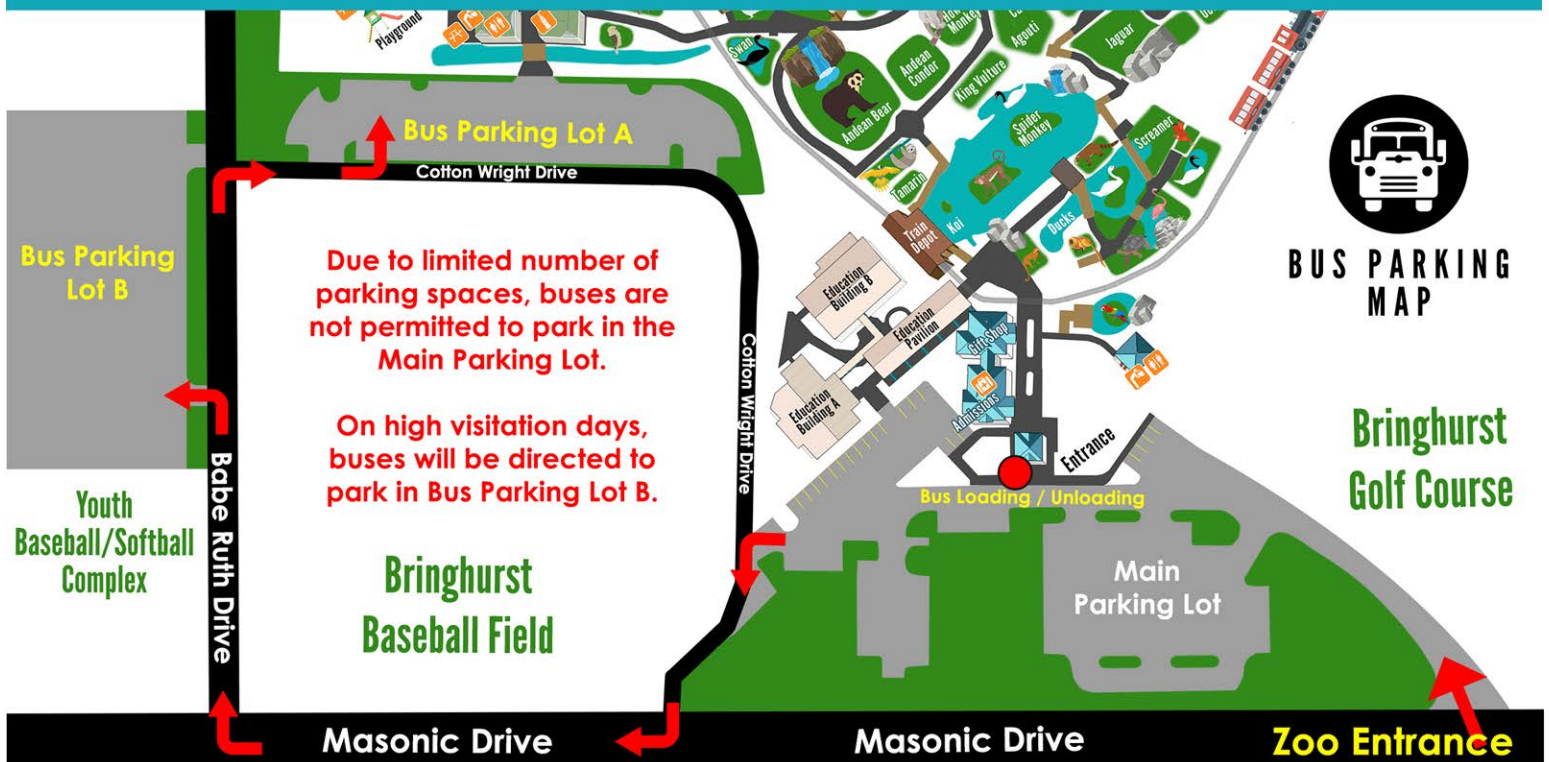






## Bus Parking

Bus parking is available behind Bringhurst Baseball Field and the Youth Baseball/Softball Complex. Students may be unloaded at the Zoo Entrance, but please be respectful of other buses behind you waiting to unload. Due to limited parking spaces, buses are not permitted to park in the Main Parking Lot.







## Lunch & Snacks

**PALM CAFE 318-441-6836**

Arrangements for lunch or snacks should be made directly with the Cafe and CANNOT be made through the Zoo office.

Kids options include hot dog, corn dog, or ham and cheese hoagie meals. Adult options include hamburger or cheeseburger meals.

A final count at least one week prior to your scheduled field trip is requested. A 24 hour cancellation notice is required.



## Souvenirs

**ZOOTIQUE 318-441-6820**

Teachers may contact the Zootique prior to a scheduled visit to arrange for souvenir bags to be prepared for each student. The Zootique manager will work with teachers to prepare bags at an agreed upon price. Minimum 1 week notice required.

During busy times at the Zoo, Management may limit the number of students visiting the Zootique at one time.



## Feed the Fish

Visitors can feed the koi at the pond near the train station. Fish food dispensers are located at the Train Deck and the deck by the coati.

Quarters are needed for the dispensers. Proceeds are used for Zoo projects.



## Coins for Conservation

A "penny machine" that creates a penny souvenir requires two quarters and a penny. Kids can spin coins for conservation at the "Change the World" wishing well located near the train station. All proceeds are used to benefit animals and conservation projects.



## Train Ride

Are you ready to ride the rails? Embark on a wild adventure featuring fun audio tracks with educational themes such as habitats, predators, animal trivia, and more. Train tickets are required for ages one and older.



## Educator Resources

Guides and activity sheets to enhance your visit are available for download from our website. Activity sheets encourage students to investigate and discover as they explore the Zoo.

**[www.thealexandriazoo.com/  
EducatorResources.html](http://www.thealexandriazoo.com/EducatorResources.html)**





## Free education programs are presented by the Education Department and feature our education animal ambassadors.

Lessons are customized to adhere to Louisiana's state-mandated standards of learning and taught using scientific inquiry. Programs last 20 minutes and must be scheduled in advance when submitting an online reservation request.

### AVAILABILITY

Monday through Friday,  
from August - May

Requests are booked on a  
first-come, first-serve basis.

**Program size:** maximum 60  
persons; please select an  
additional program if your  
group size exceeds 60

### PROGRAMS

On the reservation request form, choose the program that best fits your learning objectives and select a time. If your selected time has already been booked, we'll contact you with other available times to choose from.

Please visit our website for program descriptions.

## Teacher Pre-Visit Checklist

- ☐ Get permission from administration
- ☐ Read Alexandria Zoo's Know Before You Go Packet for School Groups
- ☐ Submit a school field trip reservation request on the zoo's website:  
[www.thealexandriazoo.com/fieldtrips.html](http://www.thealexandriazoo.com/fieldtrips.html)
- ☐ Arrange transportation
- ☐ Send home permission slips (include a rain date)
- ☐ Collect admission/train fees from students and school personnel attending trip.  
(Parent admission cannot be collected by teachers. Parents and other adults pay separately from the school group at the Admissions Window and are charged full admission.)
- ☐ Select and confirm chaperones. Minimum one adult (ages 21 and older) is required per 10 students (through 12th grade). A 1:5 ratio is preferred.
- ☐ Make food arrangements.  
\_\_\_ Bringing Sack Lunches \_\_\_ Ordering from Palm Café (min. 1 wk advance notice)
- ☐ Make name tags
- ☐ Send home reminder slips
- ☐ Divide the class into chaperone groups
- ☐ Find a place for students not attending Field Trip
- ☐ Prepare work for students not attending Field Trip
- ☐ Download guides and activity sheets for your visit.  
[www.thealexandriazoo.com/EducatorResources.html](http://www.thealexandriazoo.com/EducatorResources.html)
- ☐ Prepare information sheets, maps, and other materials for chaperones.
- ☐ Discuss Zoo Rules and Policies, behavior guidelines and expectations with students
- ☐ Have a final count for students, school personnel, and train tickets. You don't need to request an updated confirmation sheet from the Zoo unless a confirmation sheet with the exact number of admissions and fees is required by your school for payment. When you arrive at the Zoo, you can update your numbers at the Admission Window.
- ☐ Have your payment in order. Alexandria Zoo can only accept one lump sum payment for your entire group.
- ☐ Watch the weather forecast and plan accordingly. Alexandria Zoo is a rain or shine facility and there are no refunds or rain-checks.

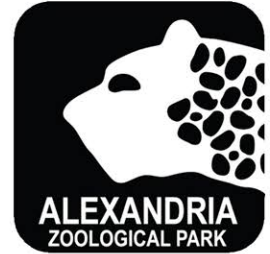


## General Alexandria Zoo Policies

**For the safety and welfare of our animals and visitors, the following rules apply:**

**THE FOLLOWING IS PROHIBITED:**

- Smoking, including the use of vape products, anywhere inside the Zoo
- Firearms and weapons of any kind (even if you have a concealed carry endorsement). This includes items that appear to be weapons, including toy guns.
- Alcoholic beverages and illicit drugs
- Harassing the animals or intentionally harming an animal is prohibited. You will be escorted out of the zoo.
- Dogs or other pets (Service dogs are permitted.)
- Drones or any similar remote-controlled vehicles/flying devices
- Selfie sticks, loud noise makers and lasers
- Picking the flowers or foliage, climbing trees, or disturbing the landscape so everyone has an opportunity to enjoy the many beautiful things growing throughout the Zoo.
- Balloons, plastic straws, plastic lids, and glass containers
- Skates, roller blades, skate boards, scooters, and bicycles
- Distribution of any advertisement, circular or handbill, or solicitation of funds or pledges of contributions within Zoo property
- Any other items deemed dangerous, suspicious, or inappropriate



**ADDITIONAL RULES:**

- All of our animals are on special diets. People food is not on their menu, so please do not share your food with them. Fish food can be purchased to feed the koi only.
- For the health, safety, and comfort of all guests, shirts and footwear must be worn at all times. Provocative, revealing, or offensive clothing is prohibited. Disguises, costumes, or articles of clothing that conceal a visitor's identity are prohibited.
- Stay on the sidewalks and in designated public areas.
- Do not sit children or other objects on railings, fences, or other barriers.
- Do not hang objects over railings, fences, or other barriers.
- The Zoo may take photographs of your party during your visit to the Zoo. These photos may be used by the Zoo for both internal and public publications, including the Zoo website and social media channels.
- Student/commercial filming and photography must be approved by the Zoo in advance.
- If someone is acting inappropriately or dangerously, they may be escorted from the Zoo without refunded admission. If you see someone acting in this manner, please contact a Zoo staff member immediately.