



TEACHER CHECKLIST

(Red Butte Garden portion of the NHMU/RBG field trip)

Two Weeks Out

- I am aware that Garden Field Trips are:
 - Entirely school chaperone-led.** Chaperones and Teachers are responsible for students at all times. This is not a formal tour but rather a student-led science discovery field trip. Teachers must be present and able to assist chaperones and students during the field trip.
 - The Garden field trip is entirely outdoors.** We host field trips in the rain, snow or sunshine. Check the weather with your students prior to visiting and come dressed for the weather.
 - Snakes are present.** The Garden is a rattlesnake habitat from the months of May-September. My students will be prepared to use walking feet and always stay on designated paths.
 - My students will not be eating at the Garden, they will have lunch at NHMU.**

- I have ensured that I have enough Chaperones for a safe trip and that **all Chaperones have received their Chaperone Checklist.**
 - I know that chaperones in the 1:5 ratio will be admitted for free and they will be provided a backpack of materials to use while at the Garden to enhance student exploration.
 - I know that all my chaperones are not bringing additional siblings or children. Red Butte Garden has a **No Sibling Policy** during school field trips.
 - I have collected all of my chaperones' phone contact information for the day of the field trip.
 - I know that Personal Care Assistants or aides for students are admitted free of charge.

One Week Out

- My students have watched and interacted with the Virtual Garden pre-trip** (emailed from the Garden ~2 weeks prior to field trip).
 - Journals and pencils will be given to all of my students the day of their field trip. I do not need to print journals or bring pencils for them. Red Butte Garden brings enough materials for the student numbers in my confirmation. If my student numbers have changed, I should inform them.

Flip page to see your "One Week Out" and "Day of Field Trip" Checklists

- ❑ **My students know what they can/should bring to the Garden field trip:** walking shoes, hat, sunscreen, weather appropriate clothing, water bottle.

- ❑ **I have shared Garden practices with students:**
 - Walking feet and stay on paths and trails
 - Students will practice respect while at the Garden for plants, animals, and people including: Chaperones, Teachers, Garden Educators, Visitors and each other.
 - Everyone is aware of snake habitat and to keep a distance from snakes.
 - Everyone is ready to explore and practice curiosity and science skills.

Day of Field Trip

Traveling

- ❑ **ALL BUSES will pull into the Natural History Museum bus drop off.** All carpool groups gather at the NHMU bus drop off as well. Red Butte Garden Educators will be here to greet any Aspen students. Aspen students visit the Garden first and Magpie students visit the Garden second.
- ❑ I have gathered the bus driver's contact information and requested that they park on Colorow Drive.
- ❑ The bus driver knows that they will also be picking up all my students at the Natural History Museum bus drop off at the end of the field trip day.
- ❑ If I still need my chaperones' contact information, I have collected all of their phone numbers upon arrival.

Garden Field Trip Duration

- ❑ All adults and students will receive an orientation and their materials upon arrival.
- ❑ Garden Educators will be based in different parts of the Garden to facilitate student activities.
- ❑ Restrooms and water fountains are located throughout the Garden. The Visitor's Center and Gift Shop is not recommended for school use.
- ❑ I must stay available and on-site during the field trip. It is recommended that I actively monitor groups and be present to assist my students and chaperones during the field trip.