

Secrets to a Successful **FIELD TRIP**



A Guide for Teachers and Chaperones

RIVERBANKS
ZOO AND GARDEN

TEACHER CHECKLIST

Welcome to Riverbanks Zoo and Garden!

Thank you for giving us the opportunity to build on the science foundations that you've established. We hope this checklist will be helpful in making your trip to the Zoo a great experience.

○ **Please arrange for an adequate number of chaperones.**

- Special needs students: 1 adult/student
- Preschool – Grade 12: 1 adult/10 students

○ **Mark the Zoo map to plan your visit.**

- Routes, classroom/meeting locations and program times should be marked before copying the map for the chaperones.
- Classes scheduled for the **Discovery Center** are located in the discovery/education building, which also houses the 3-D Theater and is near the Carousel Plaza. Tours also meet at the Discovery Center.
- The **Wildlife Classroom** is located directly across from the Riverbanks Farm.
- The **ARC Classroom** is located in the Aquarium and Reptile Complex directly across from the front gate.
- Please meet your instructor in front of the building *5 minutes* prior to your scheduled program. *Please do not enter the classrooms without your instructor.*
- If you plan to visit the Botanical Garden, a tram leaves from the tram stop near Kenya Café every 15 minutes.

○ **Make copies of the Chaperone Checklist, Field Trip Activities pages and the map (can be downloaded in .pdf form from www.riverbanks.org).**

- Provide/review copies of each item with chaperones.
- Provide each student with a copy of the Field Trip Activities page.
- Discuss the field trip activities before you leave school.
- Make a list of all students assigned to each chaperone, provide them with a copy, and exchange cell phone numbers.

Riverbanks Zoo and Garden – Columbia SC

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Thank you for joining our conservation team.

TEACHER CHECKLIST CONT'D

- **Feeding your herd? Eat on your own or arrange for lunches at Riverbanks.**
 - Contact our Jungle Meals Coordinator at 803.978.1055 to make arrangements for Jungle Meals. These arrangements must be made *two weeks* in advance.
 - Bag lunches brought from school must be left in your vehicle and are not allowed on Zoo grounds. However, a nature trail with picnic tables and trash facilities is located at the west end of the parking lot for your convenience.

- **“1, 2, 3...” Please have an exact count of the number of children and adults in your group.**
 - One person from your school must present the exact count of children and adults to the ticket booth, along with payment.
 - Bring cash, a purchase order or a school check payable to “Riverbanks Zoo and Garden” in the exact amount.

- **Please review Riverbanks’ rules for behavior with your group.**
 - Stay on the paths.
 - Walk instead of run.
 - Stay with your chaperone.
 - Respect the animals by talking quietly.
 - Please “leaf” our beautiful plants for other guests to enjoy.
 - Keep your hands, body and objects away from animal exhibits.
 - Please pick up your trash and utilize recycling containers.
 - Ask questions.
 - Take your time, enjoy your surroundings and have fun!

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CHAPERONE CHECKLIST

Thank you for volunteering your time as a chaperone. You are an important part in making this Riverbanks field trip a success. Here are a few tips to help make your visit an enjoyable one.

- **Be sure you understand the activities, meeting times and places.**
 - Don't be afraid to ask the teacher questions to clarify your role or any meeting times and places.
 - Exchange cell phone numbers with the teacher and other chaperones.
- **Make sure you have a list of the students in your group.**
 - It is your responsibility to make sure students are with you at all times.
- **Please review Riverbanks' rules for behavior with your group.**
 - Stay on the paths.
 - Walk instead of run.
 - Stay with your chaperone.
 - Respect the animals by talking quietly.
 - Please "leaf" our beautiful plants for other guests to enjoy.
 - Keep your hands, body, and objects away from animal exhibits.
 - Please pick up your trash and utilize recycling containers.
 - Ask questions.
 - Take your time, enjoy your surroundings and have fun!
- **Assist students with the Field Trip Activity.**
 - Make your visit fun and engaging by encouraging students to read graphics and tell you one thing they learned.
 - Ask students to observe exhibits and point out something in each exhibit that ties in with what they learned during their program/tour.

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