

Group Leader / Educator Guide

Thank you for selecting the EcoTarium for your field trip visit. In order to take advantage of all the museum has to offer and to make sure your curriculum goals and objectives are met, please take the time to:



Familiarize Yourself With the EcoTarium

Pre-visit the EcoTarium to plan your trip. Admission is always free for teachers with current educator IDs!

Check the web at www.ecotarium.org to take a closer look at the Field Trip Planner, standards correlations, museum map, driving directions, museum manners and expectations!

Call 508-929-2700 and ask to speak to the:

- the School Programs Coordinator if you have questions about program content
- Reservations Department if you have questions about payment, final numbers, etc.

Prepare and Distribute Chaperone Packets

- For your convenience, a suggested Chaperone guide is included on page 2 (reverse).
- Remember to include a museum map and the group schedule with times and meeting places for education programs, lunch breaks, (seasonal) train rides, store visits, and bus departure.



On the Day of the Visit

On the bus:

- Assign 1 chaperone per 10 students (ratio is 1:5 for preschool students).
- Review the schedule and museum manners expectations with students and chaperones
- Distribute maps, chaperone guides, assignments and other materials before leaving the bus.

Check-In:

- Take a final head count of adults and children.
- Bring your confirmation letter with the final count and final payment to the Information Desk located on the top level of the museum building for group check-in.

After the Visit:

- Please send your feedback to reservations@ecotarium.org

Chaperone Guide

You don't need any special knowledge to be a chaperone— just have a willingness to actively take part in your visit and ask students questions about what they observe!

Museum Manners and EcoTarium Expectations

- Stay with your group at all times. If you get separated, report to the Info Desk on the top floor.
- Please refrain from tapping on the glass or climbing into or onto the animal habitats.
- Please refrain from climbing on museum exhibits (ex. Siegfried the Stegosaurus)
- Be considerate of others visiting the museum.
- Food and drinks are only allowed in designated lunch rooms and picnic areas.
- Please use the trash and recycling bins. Plastic bags, straws, and gum can be dangerous to our wildlife.



Chaperone Responsibilities

- Know the children in your group by name and keep your group together (regardless of age or grade) and within view at all times.
- Help students follow museum manners and EcoTarium expectations (stated above) and maintain group safety in outdoor areas such as the train station, playground, or trails.
- Encourage students to participate in the program and to fully explore the exhibits.
- Make sure you know the itinerary including times and locations of programs, (seasonal) train ride, store visit, lunch, and bus departure time.
- Keep to your schedule to avoid missing your program.

Field Trip Notes:



Chaperone Name:

Student Names:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Please note: EcoTarium reserves the right to discontinue any visit or program and dismiss the group from the museum, due to negative or destructive behavior.