

School Field Trip Information

Guided Program Letter

We are looking forward to your upcoming field trip to The Morton Arboretum! Please review the details below in order to prepare for your trip. The time frame below is an estimate, however it is important that all of these details be considered and reviewed prior to your trip. **Please note: This letter should be shared with the contact teacher who scheduled the field trip.**

3-4 weeks before your trip:

- Confirm the program details on your confirmation and statement of fees. Review these details to ensure they reflect your goals for the trip. Specifically take note of the following details:
 - Review the number of adults listed as coming in order to ensure that you will have **3 adults per group of 20 students.**
 - Review the program start time, end time and program selection.
 - Review the number of students, buses, cars, etc. to ensure these details are accurate.
 - Communicate any special needs or accommodations for any specific students, if needed (e.g. mobility concerns, etc.)
- Schedule your transportation.
 - Inform your bus drivers to bring a lunch. **They are responsible for staying at The Arboretum with the bus at all times.**
 - Confirm your program times and routes with your bus company to ensure that you will be able to arrive on time and leave with time to get back to school.
- Payment for your trip must be received 21 days prior to your program. We reserve the right to cancel any program if payment is not received 21 days prior to the program date.
- Give final totals of students and adults with the payment for your program. There are no refunds for absent students and we want to ensure that we have adequate staff to cover the number of students you will be bringing.
- Coordinate chaperones for your student groups.
 - For optimal learning and safety **we arrange for groups of 20 students with 3 chaperones.**
 - Guided Programs: Each group of 1-20 students will be led by an Education Program Guide. Therefore in order to create your field trip groups evenly divide your students into groups based on the number of guides that are assigned to your program.
 - FULL DAY Guided Programs - You will receive an email from the Coordinator of School Programs three weeks prior to your field trip. This email will indicate how you should divide your students for the trip.

The week of your trip:

- Copy and distribute the enclosed "Chaperone Letter" for each of the chaperones/teachers who will be attending your trip. They will want to know what to bring, and how to prepare for their day at The Arboretum. This letter is also available online in the registration information for your grade level (bottom of the webpage).
- Prepare your students and chaperones for the field trip.
 - DRESS: Dress appropriately for the weather and off trail hiking. This includes: closed-toed shoes, long pants, and long sleeves. Sunscreen, bug spray and or may be appropriate. When rainy weather is predicted, please encourage students to bring ponchos, rain jackets and boots. Umbrellas are NOT recommended as they can create a safety hazard while walking.
 - BRING: Students and Chaperones should bring their lunch and water. There is not a lunch facility or vending machines on the grounds near the location for school programs to purchase food.
 - PREPARE: We have added a number of vocabulary resources and activities to our website to help you maximize your field trip experiences. Check these out at: <http://www.mortonarb.org/learn-experience/school-groups>
 - ORGANIZE: Students into groups based on the number of guides assigned to your program and assign teachers and chaperones to each group.

The day of your trip:

- Bring your Confirmation with you. All teachers and separate drivers should have a copy of the Confirmation. This is your admission and designates your program location to the front gatehouse attendant.
- Lunch and Washrooms.
 - If you have reserved lunch, your lunch will be at the Thornhill Picnic Area near Parking Lot 21. Please note: seating is limited - your group may be seated on a tarp or blanket to enjoy a picnic lunch.
 - Please give your group time to have lunch, use the restrooms and break into groups needed to participate in the program at 11:45.
 - Afternoon programs will begin promptly at 11:45 - Restrooms are located at the Thornhill Shelter Picnic Area. Locations out in the field may have port-a-potties with hand-washing stations.
- Logistics:
 - Plan to arrive 15 minutes early. Guided programs begin at 9:45 AM and 11:45 AM. Students should be organized into their groups, with chaperones to meet their program guides. Allow 15-20 minutes to commute from the Gatehouse to the West Side Parking Lot 21 (P21) where school programs begin.

Photography Consent

Please Note: The school program registration process serves as consent for the photography of students and their parent/guardians unless otherwise noted during the online registration process or communicated separately to the registrar office. Groups will not be identified by school name or grade level and these photos may be used by The Morton Arboretum for publication and promotional materials.

Cancellation Policy

- Programs will run as scheduled to be outdoors during seasonal weather - rain, snow and cold. Please dress accordingly.
- **There are no refunds for cancellations or changes in headcount made fewer than 21 days prior to the program date or for absent students and chaperones on the program date.**
- If weather turns severe during your guided program (lightening, thunder, or tornado warnings), the program may be moved indoors and the group will be given a modified indoor program.

If you think your program may be cancelled, please contact our Registrar Office at (630) 719-2468 (between 9am-4pm Monday-Friday) for the status of your program.