

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 frames below are estimates, but it is important that all of these details be considered and reviewed prior to your trip. **This letter should be shared with all the teachers or team members who scheduled or will participate in the field trip.**

### **3-4 weeks before your trip:**

- Confirm the program details on your Confirmation statement. 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/teacher chaperones per group of 20 students.**
  - Review the program start/end times and program selection.
  - Review the number of students, buses, cars, etc. to ensure these details are accurate. **Final totals should be given with the payment of your program 21 days prior to your program. There are no refunds for absent students.** We reserve the right to cancel any program if payment is not received 21 days prior to the program date.
  - Communicate any special needs or accommodations for any specific students, if needed (e.g.: mobility concerns, a peanut-free table at lunch).
  - **FULL-DAY GUIDED PROGRAMS ONLY:** You will receive an email from the Coordinator of School Programs 3 weeks prior to your field trip. This email will give you logistical information, including how you should divide your students for the field trip if you are participating in a lab program.
- Schedule your transportation.
  - Inform your bus drivers to bring a lunch/snack. **They are responsible for staying at the Arboretum, with the bus, at all times during your field trip.**
  - 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.

### **The week of your trip:**

- Copy & 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 on [Arborversity](#) in our “Field Trip Bundle.”
- Prepare your students and chaperones/teachers for the field trip.
  - **DRESS:** Dress appropriately for the weather and off trail hiking. This includes: closed-toed shoes, long pants, sunscreen, bug spray, hats, and sunglasses may be appropriate. As long as severe weather (thunder and lightning) is not indicated, programs will run. When rainy weather is predicted, please encourage students to bring ponchos, rain jackets and boots. Umbrellas are NOT recommended as they can become a safety hazard while hiking.
  - **BRING:** Students and chaperones should bring their lunch and water. There is not a facility to purchase lunches on the site of School Programs.
  - **ORGANIZE:** Students should be in groups of no more than 20 students per group with 3 adult chaperones. Each group of 20 students will be led by an Education Program Guide. The number of Education Program Guides assigned to your program is listed on your Confirmation.
  - **PREPARE:** We have a number of vocabulary resources, activities, and assessments on our learning management system, Arborversity, to help you maximize your field trip experience.



THE  
CHAMPION  
of TREES

School Field Trip Information Letter  
Guided Program Letter

Check these out by registering for the Field Trip Bundle at  
<https://arborversity.mortonarb.org/educators>

### **The day of your trip:**

- Bring your Confirmation. All teachers and separate drivers should have a copy of the Confirmation. This is your admission and designates your program location to the gatehouse attendant.
- Plan to arrive 15 minutes early as it takes 5-10 minutes to get from the gatehouse entrance to Parking Lot 21 and allows time for students to depart the bus and get into their groups before their program starts.
- **Remind your bus driver that they are expected to stay at the Arboretum with the bus at all times during your field trip.**
- Be sure the chaperones/teachers and students know which group they are in.
- LUNCH & WASHROOMS: If you have indicated that you are staying for lunch, your lunch will be at the Thornhill Picnic Area near Parking Lot 21, unless otherwise specified on your Confirmation.
  - o Seating is limited and often assigned based on availability and group size. You group may be asked to enjoy their student-provided lunches picnic-style on a tarp.
  - o Afternoon programs begin promptly at 11:45. Please be sure that students have eaten, used the washroom, and are organized into their groups by this time.
  - o Locations in the field may have port-o-potties with hand-washing stations, depending on your program's location.

### **Photography Policy**

The school program registration process serves as consent for the photography of students and their teacher/chaperones unless otherwise noted or communicated separately to the Registrar's 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 self-guided groups are moved indoors during severe changes in weather, teachers and chaperones are responsible for monitoring their students and providing their own program. We are unable to provide indoor programs for self-guided groups.
- The Children's Garden will close in the event of severe weather. The Garden will reopen 30 minutes after the storm has moved out of the area.

If you think your program may be cancelled, please contact the Registrar's Office at (630) 719-2468 (between 9 A.M. and 4 P.M. Monday through Friday) for the status of your program.