



Palm Desert / Indian Wells - 47-900 Portola Avenue - Palm Desert, CA 92260
760-346-5694 / Fax 760-568-9685 - www.LivingDesert.org

School Field Trip Information 2011-2012

We are looking forward to your visit to The Living Desert. We want your visit to be safe, enjoyable and without confusion. Use of the following guidelines will help make this visit fun for all. Please read it carefully, as we have included information about what you can expect and what our facility expects from you, your staff, students and chaperones.

Please download and review the chaperone guidelines; you are responsible for ensuring that your chaperones understand their responsibilities.

We Require:

- A minimum of one adult teacher/chaperone per **10** children for **Docent Guided Tours**
- A minimum of one adult teacher/chaperone per **5** children for **Zoo Zone Field Trips**
- Chaperones **MUST** be **age 21** or over, and in the case of High Schools groups, may not be students.
- Chaperones are asked not to bring toddlers or infants in strollers, as they will be unable to give their full attention to the children in their charge.
- Chaperones must supervise their assigned group, being sure that all park guidelines are adhered to.
- Clearly printed name tags are required for all participants. Students' tags **MUST** have your facility/school name **ONLY**; adults' tags may also include their names.

We Suggest:

- Comfortable, closed-toe walking shoes
- Hats
- Water bottles
- Sunscreen
- Light jackets or sweaters are recommended in winter
- Leave backpacks at school or on the bus. We do not transport backpacks or other personal items and you'll be doing a lot of walking!

Preparing for your Field Trip:

Download and review the pre- and post- materials and activities designed by our Education Department. Our tours build on the information included in these packets. The better prepared your students are, the better their experience will be. Please feel free to contact the School Field Trip Director in the Education Department at **(760) 346-5694 ext. 2519** if you have questions or individual needs.

Lunches:

Please pass this information on to the other Teachers/Adults coming with you.

- All lunches for your group **MUST** be secured in containers. Either latched coolers or sealed boxes that have been clearly labeled with your facility name.
- **The boxes, coolers, and/or containers MUST be of a manageable size and weight that one individual can carry. (UNDER 30 POUNDS EACH)** We recommend you use boxes of the size that computer printer paper comes in and using ice chest with wheels on them since you will be the ones transporting that back to you vehicles. Oversized flimsy boxes and oversized heavy ice chests without wheels are unacceptable.
- Boxes, coolers, and/or containers **MUST** be of a manageable size and weight that one individual can carry. **(UNDER 30 POUNDS EACH) If you cannot lift it with EASE by yourself it is too heavy.**
- **WE WILL NOT TRANSPORT LOOSE INDIVIDUAL LUNCHBOXES, BAGS, BACK PACKS, PERSONAL ITEMS, or ITEMS THAT WE CONSIDER TO HEAVY.**

Arrival by Bus:

- **Buses MUST park in designated Bus parking area and UNLOAD there ONLY. When possible, Buses will be guided in to their parking area by someone on a Golf Cart.**
- **STAY ON THE BUS for announcements and guide lines.**

Arrival by Vans or Cars:

- **First Park your vehicles**
- Walk down the **SIDEWALKS** and look for a sign with your School/Group name on it near the entrance. (**Bring your lunches PACKED IN BOXES with you**)
- Wait there for announcements and guidelines by Staff and Docents.

Lead Teachers:

- **Please be ready upon arrival with the TOTAL HEADCOUNT separately for Students and Adults for ALL classes coming with you.**
- **NOTE:** Docent Guided Tours allow **ONLY 2 Adults** per group of 8-10 students each. If you have more adults with you than that, we request that they go off and tour on their own until the Docents are done touring your group.

Payment:

- **Send us a Purchase Order or Pay-Up-on-Arrival.**
- **We will invoice you after your visit. (Unless you have been awarded a Scholarship)**
- **Or bring a BLANK CHECK to pay the day of. When possible, do not bring a check with the amount already filled in. We will do the appropriate calculations with the discounts and miscellaneous fees, and let you know the total amount to pay.**

Wristbands: Only the Adults in your group will be given color-coded wristbands to wear. These bands help us locate missing/lost members of your party, identify your school to others in your group, as well as help us identify members of your group in case of an emergency.

Note for Docent Guided Groups: We have found it best to have our Docents divide the students into groups. If it is absolutely necessary that you divide them, please notify the docent when you arrive.

While on Your Field Trip:

Chaperones MUST remain with the Students in their charge at all times! This includes High School and Junior High School age groups too.

- **Wear.....** your nametags
- **Walk.....**for your Safety and to keep the Animals from hiding!
- **Stay.....**On the paths and with your Chaperones. Watch out for moving vehicles on your path.
- **Quiet.....**Noise scares the Animals and annoys other visitors. If Animals are sleeping, do not wake them. Do not chase the local wild animals that live here.
- **Refrain...**from eating on the trails and do not feed the local wild animals.
- **Respect...**Plants, animals, other visitors and yourselves.
- **Resist.....**climbing on anything. Do not stand sit, or climb on the wooden fences, berms, rocks, or other objects in the park.
- **Leave.....**all natural materials where you find them. These items are for your enjoyment and for those who come after you.

The Wildlife Wonders Show amphitheatre has limited seating, which is taken on a first come first served basis. You may not save seats for members of your group. (**Show not included with Docent Guided Tours**)

While Picnicking:

- Snack or eat lunches in designated picnic areas **ONLY**. Not on the walking paths and trails.
- Clean up all trash in the picnic area.
- Recycle **ALL** appropriate recyclables in the blue containers.
- All Students need to be supervised by their chaperones when enjoying the Gecko Gulch play and picnic areas.

When you leave:

- Use the main EXIT for departure. The private gate you came in will be locked.
- Students need to be walked back to the buses at the designated crosswalks.

Teachers:

Please ask chaperones to turn off cellular phones and pagers, or leave them at home when attending field trips. Although chaperones are encouraged to enjoy the tour, their primary responsibility is to oversee the behavior of the students in their charge. Chaperones are expected to give full attention to the safety and order of their group. Thank you for your help in this matter.