

Ijams Nature Center Field Trip Information

Hello Teachers,

Thank you for choosing to bring your class to Ijams Nature Center. We are very excited about your trip and hope that you'll have a positive experience with your students.

The following guidelines help us to ensure that we are providing a positive learning atmosphere for students. Once you have read these guidelines, please sign and date the bottom of this form and fax it back to me at (865) 577-1683. Once I have received your signed form, I will confirm your reservation.

- ✓ Upon receipt, please review your program confirmation **carefully**. Notify Ijams Nature Center **immediately** if you notice any discrepancies in your reservation or if you need to cancel or reschedule your field trip.
- ✓ If your group is picnicking at Ijams Nature Center, please remember to bring trash bags to take your garbage back to your school. **All groups are required to dispose of their trash off-site.**
- ✓ Please remind bus drivers that idling is **prohibited** in Ijams Nature Center parking lots.
- ✓ Field trips are conducted rain or shine. In the event of rain, some indoor alternatives may be available; however, students should be prepared to be outside for a short time. Due to high demand for field trips, rescheduling may not be possible.
- ✓ Late arrival may modify activities and content of scheduled programs.
- ✓ During field trips, please reserve cell phone use for emergencies only.
- ✓ If your group chooses to take advantage of our gift shop, please be sure that students enter the gift shop in groups of 5-8 students. Each group **must be** supervised by an adult. Program schedules do not include time for shopping, so please restrict purchases to before and/or after your scheduled field trip time.
- ✓ Please review the exhibit gallery guidelines. Please understand that disruptive groups may be removed from the exhibit hall.
- ✓ Each group is required to have one chaperone per class, in addition to the teacher. **Additional chaperones** will be responsible for paying the full program fee.
- ✓ **No siblings** are allowed during school field trips.

By signing below, you acknowledge that you have read and accept all guidelines for Ijams Nature Center school programs. Failure to adhere to established rules may result in additional program fees. Your signature also indicates that you have distributed the Chaperone Information form to **ALL** of your parent/guardian chaperones.

Please Print Name

Date

Please Sign Name