

# Greater Cleveland Aquarium

## FIELD TRIP CHECKLIST



### *For Teachers*

#### **Before your visit:**

- Sign and return the Reservation Confirmation at least two weeks prior to your trip.
- Please read the Teacher Guide for your specific field trip program.
  - The pre-visit material will set the stage for a successful visit. Please take time to present the pre-visit lesson to your class.
  - Some programs have student activity sheets or booklets. Please print and distribute these documents as described in the Teacher Guide.
- If you are planning to have lunch at the aquarium and did not reserve a space with us at the time of your reservation, please call us at 216-862-8803 ext 7703 or we cannot guarantee the space will be available.
  - If you would like to order lunches from the Nautica Café, please return the lunch request form and payment at least 7 days prior to your visit.
- Review and share the student expectations and chaperone tips.

#### **Day of your visit:**

- Please have an accurate head count of students and chaperones. Designate one person to check in with an education staff member and make payment. We accept credit/debit cards, checks, money orders, and purchase orders. **We cannot accept cash as a form of payment.**
- Please bring student emergency contact information with you to the aquarium. We have a first aid station, but do not have a nurse on site. If your class will be separated into smaller tour groups, please have chaperones carry the emergency contact info.
- Review and share the student expectations and chaperone tips.

#### **Other Information:**

- At the end of the visit, your class is welcome to visit the aquarium gift shop. We have gift items beginning at \$1.50.
- You are welcome to bring cameras and take photos of your experience. Please be kind to our animals and remember to turn off the flash.

#### **After your visit:**

- Please use the suggested post-visit activities in your Teacher Guide to reinforce and solidify concepts. Continue your aquarium learning experience back in the classroom.
- Please fill out our short education programs survey. Any and all feedback is appreciated. <https://www.surveymonkey.com/r/TPHL53R>

# STUDENT EXPECTATIONS



## Be Safe:

- Stay with your chaperone at all times while in the aquarium, gift shop, and café.
- Please walk at all times while indoors; running is not acceptable.
- Please view exhibits safely, do not climb or swing on exhibit ropes and structures.
- Follow all instructions given by teachers and aquarium staff.

## Respect other guests:

- Please be patient and kind, take turns to view exhibits and use step stools.
- Remember to use your indoor voice.
- Keep your hands to yourself.

## Respect the animals:

- View animals from a safe distance. Do not push, tap or pound on exhibit glass.
- Use your clipboard as a writing surface; writing on the tanks will scratch the acrylic.
- Please turn off the flash when taking photos.
- Follow instructions on how to safely touch animals.
  - Only touch animals if instructed by aquarium staff.
  - Please use two fingers and be gentle.
  - Only touch parts of an animal where staff says it is safe.
  - When at the touch pool, only submerge your hand wrist deep.

## Have fun!

# CHAPERONE TIPS

## A ratio of 1 chaperone for every 10 students is required.

- Please stay with your students at all times when in the aquarium, gift shop, and café.
- Know which students are in your group and take a head count when leaving each gallery.
- Be familiar with the student expectations. We appreciate your help in reminding students of these rules.
- Take an active role in the students' learning experience.
  - Help focus students on tour guide and aquarium activities.
  - Be engaged in programming; students will follow your lead.
  - Encourage students to slow down and observe. Point out interesting animals or behaviors that you see.
  - Ask questions to provoke thought and positive learning.
- If you are unable to answer a question, or are unsure of aquarium policy, please ask our aquarium staff. We are happy to assist.

*Thank you! We appreciate your help!*