

Greater Cleveland Aquarium – N.E.M.O.

FIELD TRIP CHECKLIST

For Teachers



Before you visit – booking logistics:

- Attend the two NEMO workshop sessions. Part 1: Classroom Aquarium & Part 2: Greater Cleveland Aquarium Visit.
- Sign and return the Reservation Confirmation at least two weeks prior to your trip.
- Submit a CMSD bus request form through your school.
 - GCA will pay for the bussing, please indicate you are attending the NEMO program on your form.
 - 10:00am arrival and 1:45pm departure are ideal. Please let us know if you need to shorten or lengthen your visit to accommodate specific needs of your school.
- Request student lunches through your school.

Before your visit – student preparation:

- Assign habitat research groups (river, lake, tide pool, and coral reef).
 - Students will work with this group to tour the aquarium and build their fish.
 - A group size of 4-5 students works best. You may need to have multiple groups research the same habitat (i.e. two coral reef groups).
- Print out the Student Research Notebooks. Each student should have their own packet that corresponds to their assigned habitat.
 - Students should complete pages 2 & 3 before they come. The rest of the packet will be completed during their trip to GCA.
- Have students assemble a Wacky World of Adaptations booklet. Students will use this booklet as a reference guide during their GCA visit.
- Building a Lapbook is a great way to assemble pre-visit lessons in a fun and aesthetic way.
 - Students can use the Lapbook as a clipboard for their Student Research Notebook during their GCA trip.
 - Pick and choose pre-visit lessons that are meaningful for your students. The NEMO flash drive is full of valuable resources.
- Review and share the student expectations and chaperone tips.

Day of your visit:

- Students should bring the following items:
 - Student Research Notebook for their habitat
 - Wacky Adaptations Booklet
 - Lapbook
 - Pencil
 - Lunch
- Please have an accurate head count of students and chaperones. Designate one person to check in with an education staff member upon arrival.
- 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.

NEMO GCA Visit Itinerary:

- Program introduction in classroom
- Read a Fish: Aquarium Exploration (guided tour)
- Lunch
- Build a Fish STEM Activity
- Cuyahoga River Visit (time and weather permitting)

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 complete and return the two part student evaluations.
 - Envelopes are pre-addressed and can be returned to Terri Lyles through inter-school mail.
- Continue your aquarium learning experience back in the classroom by continuing to monitor your classroom aquarium. There are great lesson plans on your NEMO flash drive to use as post-activities.
- 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!