

NEMO

Field Experience Logistics Guide



Before you visit – booking logistics:

- Attend the two NEMO workshop sessions, if you have not attended them in the past.
 - Part 1: Classroom Aquarium
 - Part 2: NEMO Overview

- Sign and return the Reservation Confirmation at least seven days prior to your trip.

- Please let us know if you need to shorten or lengthen your visit to accommodate specific needs of your school.
 - The Aquarium team will schedule the bus.
 - The bus will pick up your class at school at 9:30am, arrive at the Aquarium at 10:00am, depart the Aquarium at 1:30pm, and return to school by 2:00pm.

- Request student lunches through your school. Please notify us if you, or your students, plan to purchase items from the Nautica Café in the building. Lines will move more quickly if we are able to notify our staff in advance.

Before your visit – student preparation:

- Have students complete the pre-program survey questions. Student surveys will be emailed with your reservation paperwork. These surveys should be administered before starting any of the NEMO curriculum lessons. Bring completed surveys with you to your aquarium visit.

- Complete the pre-visit lessons provided in the NEMO Curriculum Guide.
 - Lesson 1: Building a Lapbook
 - Lesson 2: Learning with the Lapbook
 - (Lessons 3, 4, 6, & 7 can be completed before or after the visit)

- Review and share the student and chaperone expectations.

Day of your visit:

- Review and share the student and chaperone expectations.

- Students should bring the following items:
 - Lapbook
 - Student Research Notebook

- Pencil
- Lunch
- Teachers should bring the following items:
 - Completed student pre-surveys
 - Student emergency contact information: we have a first aid station, but do not have a nurse on site.
- Please have an accurate head count of students and chaperones. Designate one person to check in with an education staff member upon arrival.

NEMO Aquarium Visit Itinerary:

- Program introduction in classroom
- Read a Fish: Aquarium Exploration (guided tour)
- Lunch
- Build a Fish Activity

Additional Information:

- If time allows, you are welcome to re-visit the aquarium galleries after the program. Please make sure students are chaperoned at all times.
- At the end of the visit, your class is welcome to visit the aquarium gift shop. We have gift items beginning at \$1.50. Please allow additional time for shopping; this time is not built into the suggested program itinerary of 10am - 1:30pm.

After your visit:

- Complete the remaining lessons from the NEMO Curriculum Guide
 - (Lessons 3, 4, 6, & 7 can be completed before or after the visit)
- Please complete and return the student post-program surveys.
 - Administer surveys after all NEMO lessons. If you did not have a chance to finish all seven lessons, please still administer and return the surveys.
 - Mail completed surveys back to the Aquarium, or return to Terri Wade-Lyles through CMSD mail.
- Please fill out the teacher program evaluation. Responses help us modify and improve the experience for your students. They also help us continue this grant-funded opportunity. Survey will be emailed.
- Continue your aquarium learning experience back in the classroom by continuing to monitor your classroom aquarium.

Questions?

- Email: education@greaterclevelandaquarium.com
- Call: 216-862-8803 x 7715



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 Lapbook or 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 stingray touch pool, only submerge your hand wrist deep.

Have fun!

CHAPERONE EXPECTATIONS

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.
 - 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!