



## **Field Trip On-site Checklist Class Visits**

- \_\_\_ Buses unload in front, then park at movie theater**
  
- \_\_\_ Children and Chaperones line up under the green awning to the right of the covered picnic tables – look for sign**
  - \_\_\_ Children are assigned to and supervised by Chaperones**
  - \_\_\_ Group is divided into two class groups if two reservations have been made**
  
- \_\_\_ One person from group checks in at front desk and brings:**
  - \_\_\_ Final Attendance Calculation Form**
  - \_\_\_ One payment for entire group**
  
- \_\_\_ Check-in person rejoins group and hands out Chaperone stickers and information sheets**
  
- \_\_\_ Butterfly Pavilion Instructor directs group to class**



**Final Attendance Calculation Form**

**Class Visits**

Please complete and bring to front desk when you check in

**School or Group Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

Type of Visitor	Final Number		Class Trip Fee		Total Fee*	Code
Students		X	\$3.75	=		10
Extra Children 2-12 years		X	\$3.75	=		10
< 2 years old		X	Free	=		
Chaperones (ratio of adults to children should be no less than 1:10, and no more than 1:5)		X	Free	=		6
Additional Adults		X	\$8.50	=		7
<b>Total Admission Fee</b>						

\*Completing this field is optional . we can do it for you when you arrive.



## Chaperone Information

(Please share with chaperones before the field trip, if possible)

Dear Chaperone,

Thank you for choosing to spend the day with your students' group at the Butterfly Pavilion! Being a chaperone is a great way to participate in your child's learning, and it is also an essential **responsibility**, both for the safety of the children and the safety and well-being of our animals. Please follow the directions on this page for a safe and enjoyable visit!

- Chaperones must supervise and stay with students at all times (including the gift shop). Chaperones are responsible for student behavior, and must be able to see students throughout the entire visit.
  - Enjoy your special day with the students, and engage with your group!
  - Please limit cell phone use.
- Be respectful of other visitors. Use indoor voices and walk while touring the building. Please do not block walkways or entrances.
- Protect our animals! Please do not tap on glass cases. Please let butterflies choose where to land. They can touch you, but **please don't touch them!** Touching harms butterfly's wings, making them unable to fly.
  - Please keep one set of doors closed at all times when entering and exiting Wings of the Tropics.
- Have fun! Be sure to enjoy all our exhibits, including the Nature Trail and Discovery Garden.



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