

PLEASE COMPLETE THIS SHEET AND GIVE TO ALL CHAPERONES THE DAY OF YOUR TRIP

HANDOUT

BUTTERFLY WONDERLAND

SCHOOL

TRIP DATE

LEAD CONTACT NAME

LEAD CONTACT PHONE

GROUP NAME / ORDER

SURVEY ID

Be prepared to have fun!

A chaperone's participation is crucial to provide an engaging educational experience for students. You can help make the field trip fun and memorable with these basic chaperone guidelines outlined below:

Responsibilities

- Be prepared.** Find out if your ticket will be paid through the group. If not, arrange to purchase your ticket online or before your scheduled entry.
- Get the details.** Review the schedule and confirm important meeting times and logistics. Ask what to do in an emergency and know who to contact.
- Follow the rules.** Familiarize yourself with the guidelines and rules set by both your school and Butterfly Wonderland. Ask for any clarifications.
- Stay with your group.** Know your group of students and stay together at all times - unsupervised/non-compliant groups may be asked to leave.
- Avoid personal distractions.** Keep cell phone use to a minimum and don't be too chatty with other adults. Let the students lead the conversation!
- Food and meals.** Outside food is not permitted and café use is reserved for paying customers. Please refrain from resting or regrouping in the café
- Support teachers and guides.** Give them your focused attention and help the students do the same. Discuss any disagreements privately.
- Be flexible.** Keep a positive attitude in an unpredictable or hectic environment and students will also learn patience, etiquette and adaptability.
- Set an example.** It is your responsibility to make sure students in your group are being polite and respectful. See behavior guidelines below for more.

Behavior Guidelines

Your behavior can positively or negatively impact future field trips for your school. It is your job to ensure your group follows these basic guidelines:

- Avoid and discourage talking at inappropriate times. Prepare students for flying butterflies and be firm about screaming or yelling.
- Keep students close and intellectually engaged. Horseplay (running, shoving, pushing or other physical activity) is strictly prohibited.
- Encourage respect of other guests and all living things throughout the facility. Do not handle butterflies, tap on windows or disturb plants.
- Enforce all safety rules and use discipline where appropriate. Communicate any serious issues with the lead chaperone.

Schedule

TIME	DURATION	EVENT	DETAILS
-----	5 min	Arrival	<i>Busses should park next to the building (see map); please do not have students exit the bus</i>
-----	15-30 min	Check In	<i>Lead checks-in and handles payment; apply wristbands; exit bus; receive entry speech</i>
-----	10 min	Entrance	<i>Entrance time may vary due to other trips/guests and is based on capacity and theater showtimes</i>
-----	20 min	3D Theater	<i>Showings are every 20 min. and vary with un/loading times; please help keep students engaged</i>
-----	10 min	Emergence Gallery	<i>Help view exhibits and facilitate student rotation as necessary; line up in groups as requested by staff</i>
-----	20 min	Conservatory	<i>Maintain indoor voices and closely monitor students at all times; do not disturb the living exhibit</i>
-----	20 min	Exhibits	<i>Exit conservatory (as group WOW school) for Reptile Rainforest, Spineless Giants and Tropical Waters</i>
-----	5 min	Gift Shop	<i>Follow suspended signage through Tropical Waters to Gift Shop exit; please do not use theater hall</i>
-----	10 min	Exit	<i>Meet at the designated outside area; use extra time for restroom visits or drinking fountains</i>
-----	*	Departure	<i>Load busses or vehicles as requested by lead; if eating lunch on-site, seating is found in center of compl</i>

Tell us your thoughts and you could win two free tickets!

We hope you enjoyed the field trip, but we'd like to know how we could improve. Take the quick, 3-minute online survey at: www.surveymonkey.com/r/J2DJLZK. Use the Survey ID listed above (or from your lead contact) to be eligible to win. Email education@butterflywonderland.com with any additional questions.