



Field Trip General Guidelines

- Review the appropriate field trip preparation for discussion topics in preparation for your visit and follow-up activities (if applicable) to reinforce concepts introduced at The Arboretum. This preparation is crucial for a beneficial learning experience.
- Prepare your class for the field trip by explaining what the Arboretum is, what they may expect to see and do, as well as rules regarding conduct and behavior.
- Arrange for adults/parents to accompany class. We require one adult for every six children for preK, kindergarten and first grade and one adult for every eight children for second grade and up. Divide students into groups of no more than 5/8 each. Assign one adult chaperone to each group. Students must remain with adults at all times.
- Unaccompanied children will be escorted to the Rotunda, and the group leader notified.
- Proper garden behavior is very important. Students must stay on the paths, trails, and roads.
- Please do not allow students to climb trees or on other structures.
- Unsupervised or disorderly groups will be asked to leave the grounds.
- Please no accompanying siblings on docent-led tours. Adult chaperones need to be informed of responsibilities and field trip content.
- Arrange payment for accompanying adults over the ratio of 1:6 or 1:8 depending on grade level. This payment will be taken in the form of cash or check at the MAIN ENTRANCE of the Arboretum on the day of your tour. Please make checks payable to LOS ANGELES COUNTY PARKS AND RECREATION.
- Reservations are required for all field trips. You will receive a confirmation letter that will be submitted to the Rotunda prior to entrance.
- In case of emergency, we request the group leader's cell phone information. In the case that the group leader does not have a cell phone, please provide us the cell phone number of one adult who will be on premise.
- If attending a docent-led trip, please have students wear name tags to the Arboretum.
- Please see that children wear weather appropriate clothing and suitable walking shoes.
- **Arrive on time.** Docent-led tours begin promptly at 9:30. Allow time for traffic, parking, and offloading of students. If you are delayed please call the Arboretum's Youth Education Coordinator at 626.821.5897. **Late arrival may result in a cancelled or abbreviated tour.**
- Buses must park in the designated bus area of the public parking lot. (See Check-In and Bus Info Sheet)

- Please return the teacher evaluation (available in the Rotunda) to the Arboretum Education Department. With this evaluation you may include any letters to the Docents that the children wish to write. Tell us what you liked best about your visit!
- We do not include a visit to the Gift Shop in the time allotted for a guided tour or program. Adults and students may want to return to the Garden & Gift Shop after the conclusion of the tour (in groups of 5 with an adult chaperone). Proceeds from the Gift Shop help care for our gardens and support our programs.
- No food may be brought into the Arboretum. We have no facilities for lunch storage, so please make arrangements before arrival. You are welcome to use the lawn or picnic facilities adjacent to the south parking lot. Food may also be purchased at the Peacock Café. Should you wish to do so, please call 626.445.4267 in advance of your visit.
- **Please do not touch, chase, or feed any of the animals** you see in the garden. When you feed Arboretum animals you are giving them the wildlife equivalent of junk food. Rather than eating a variety of natural foods, they become dependant on processed foods that are not a part of their natural diet.
- Please encourage students to enjoy the Arboretum and leave it as they found it. Removal of plant materials plants (leaves, flowers, pods, etc.), feathers, animals, etc... is prohibited unless written permission is obtained in advance.