



Field Trip General Guidelines:

Before you visit and entry to the gardens:

- 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.
- The Arboretum requires one adult chaperone (teachers and parents) for every ten students. Adult chaperones are admitted free of charge up to a ratio of 1:5 (1 adult for every 5 students). Students must be accompanied by an adult at all times no matter the students age.
- Arrange payment for accompanying adults over the ratio of 1:5 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 Arboretum Foundation.
- Reservations are required for all field trips. After you register online, you will receive a confirmation email with a registration form that will need to be filled out and brought the day of your tour.
- If you do not have a reservation and show up to the Arboretum, your group will need to pay the general admission.
- All groups enter through the gift shop gate located southwest of the main entrance and will be guided in by an arboretum staff.
- Buses must park in the designated bus area of the public parking lot. (See Check-In and Bus Info Sheet)

Rules for your visit

- Proper garden behavior is very important. Students must stay on the paths, trails, and roads and there is no walking on wood chips or mulched areas.
- Please do not allow students to climb trees or on other structures.
- Unaccompanied children will be escorted to the Rotunda, and the group leader notified.
- Unsupervised or disorderly groups will be asked to leave the grounds.
- Please see that children wear weather appropriate clothing and suitable walking shoes.
- 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 across the main parking lot from the main entrance.

- Food may also be purchased at the Peacock Café. Should you wish to do so, please call 626.445.4267 at least two weeks in advance of your visit.
- **Please do not touch, chase, or feed any of the animals you see in the garden.**
- Please encourage students to enjoy the Arboretum and leave it as they found it. The Arboretum is a living museum and removal of any plant materials, (leaves, flowers, pods, etc.), feathers, animals, etc... is strictly prohibited.
- If you chose to visit the gift shop, please have your group leader stop in first and let the staff know and then students may come in 10 at a time with at least one adult accompanying them.

Additional information for Guided Tours:

- Review the appropriate field trip preparation document for discussion topics in preparation for your visit and follow-up activities to reinforce concepts introduced at the Arboretum.
- If possible, please have students wear name tags to the Arboretum.
- **Arrive on time.** Docent-led tours begin promptly at 9:30. Please allow time for traffic, parking, and offloading of students. If you are delayed please call the Arboretum's Youth Education Manager at 626.821.5897. **Late arrival may result in a cancelled or abbreviated tour Guided tour.**
- Please no accompanying siblings on docent-led tours. Adult chaperones need to be informed of responsibilities and field trip content.