



## Things to Know

### Schedule:

30 mins - Arrival, introduction, restroom and snack (optional)

60 mins - Kindergarten & 1st Grade *Among the Trees* Field Trip Program

90 mins - 2nd-5th Grade *Best Tree Forever* Field trip program

30 mins - Lunch

### What's the Weather?

- Field trips run rain or shine, and students are outside for the entirety of the field trip. Some extreme weather conditions may result in rescheduling. Review our Extreme Weather Policy for more information.
- Remind students them to wear proper clothing (ie. Rain jackets, sweaters, close-toed shoes for walking that can get muddy).
- No umbrellas or backpacks please. They can be distracting, and backpacks can make it difficult to hike.

### Restrooms

- Two public restrooms are available outside of the Visitor Center. We stop here before starting tours, but please encourage students to use restrooms before leaving school.

### Know your Groups and Chaperones

- Have students split into small groups before you arrive (number of groups will be given to you in advance). Each group will be paired with a volunteer naturalist to lead their tour.
- We require at least 1 chaperone for every 10 students.
- The expectations of the chaperones are to help volunteer naturalists keep students safe, together, and learning.
- Please have chaperones save the lead teacher's cell phone number in their phones in case of emergency.

### Arriving via bus

- Bus will park and unload in front of the Visitor Center (4000 SW Fairview Blvd)
- A Hoyt Arboretum staff member will connect with the Person of Contact (POC) to talk about unloading instructions and lunch accommodations.
- Tour guides will lead students across the street to the Stevens Pavilion where we will gather in a large circle, to prepare for the large group introduction.





## Things to Know, cont.

### When do we Eat?

- The scheduled lunch break is after the field trip time. We strongly encourage groups to have a snack before their field trip starts or eat prior to leaving school.
- No food is allowed to be consumed during the field trip.
- If eating lunch at Hoyt Arboretum, do not leave student lunches on the bus (bus parking is off-site). All student lunches can be stored in the visitor center, if packed together in boxes.
- A covered, open-air shelter (Stevens Pavilion) with benches is generally available for students to eat lunch. If unavailable, you will be notified ahead of time.

### Stay Safe

- Emergencies are rare, however, Hoyt Arboretum volunteers and staff do not administer medication or first aid to any park visitor. School representatives (teacher/chaperone) are fully responsible for any student medication that needs to be allocated during a trip.
- Staff/volunteers can be a resource to call emergency services if needed.
- Bees are present at the Arboretum, if someone has a bee allergy please make sure they have proper medicine available.

### Running Late?

- Please contact us by email ([elena@hoytarboretum.org](mailto:elena@hoytarboretum.org)) or phone (office-503-218-3674) if you are arriving late.

### Cancellation and Rescheduling

- Hoyt Arboretum Friends reserves the right to cancel, change or reschedule a booking due to unforeseen circumstances, such as staffing issues or inclement weather. We will make every effort to reschedule or refund your fee in full if rescheduling is not possible.
- Cancellation or rescheduling notice received less than 14 days prior to your scheduled date will result in a \$50 cancellation fee.
- If City or State mandates a school closure due to COVID or other unforeseen circumstances, the field trip fee will be refunded in full.

### COVID Precautions

- Face coverings are optional.

*Thank you*

*For questions please contact Elena at (503) 218-3674 or [elena@hoytarboretum.org](mailto:elena@hoytarboretum.org)*

