



Once you have booked your field trip to Turtle Bay Exploration Park, consider the following checklist to prepare you, your students, and your chaperones for a FUN day at Turtle Bay!

**Submit your Policy Agreement Form**

Read over all field trip policies and email your signed form to [fieldtrips@turtlebay.org](mailto:fieldtrips@turtlebay.org).

**Visit the Park**

Bring your confirmation form to the front desk and explore the Park in preparation of your field trip. Use our *Field Trip Packet – Helpful Hints* pages to guide you through the process. What your students visit and explore is entirely up to you!

**Plan your Visit**

Check out programs and exhibits occurring during your visit and create a field trip experience that meets your goals. You may want to create a rotation schedule or scavenger hunt for your students to use to explore the Park. Allot 15+ minutes for arrival and check-in.

**Recruit Chaperones**

Turtle Bay requires at least 1 adult chaperone per 8 students/other children. Assign each chaperone to a small group of students and distribute the Chaperone Guides. Chaperones and students must stay together at all times. Encourage chaperones to find childcare for younger children.

**Make a Plan for your Arrival**

Designate your check-in person who will provide payment and collect receipts for your group. Remember: payment is due as *one transaction* per reservation. Collect payment from all parties prior to arrival, if applicable. If you have a Purchase Order, ensure all students, chaperones, and other add-ons like nectar cups are listed for your school’s records.

**Check the Weather**

Redding can experience very high and moderately low temperatures throughout the year and a majority of our Park is outdoors. Refillable water bottles are highly encouraged.

**Remember School Stickers**

All of your staff, students, and chaperones should have a sticker, shirt/uniform, wristband, or other indicator with the school’s name visible. Bring extras with you day of, if possible. Turtle Bay will charge \$0.50/sticker provided.

**Lunches**

Eating spaces are not located close to the parking lot or entrance. We recommend bringing lunches with you when you enter the Park. Wagons and rolling ice chests are encouraged but not provided. There are no indoor eating spaces. All lunch spaces are first come, first served.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



### Upon Arrival

Buses should drive up to or past the driveway leading to the Sundial Bridge and stop in front of the bark area or grass area to drop off students. Students and chaperones will walk first to a waiting area either by the driveway or Sundial Bridge then follow the sidewalk to enter the Park at the Museum. Do not block any pathways, roadways, or access ramps. Be aware of pedestrians, vehicles and cyclists.

*Bus parking is in the overflow gravel lot nearest to the Civic Center.*

### Check-In & Orientation

Once your group has arrived, you or another appointed teacher or field trip leader must check-in at the Museum front desk. You will need a headcount of all students and adults and payment prepared. Please have your admission fees totaled and consolidated. Payment for your visit is due upon arrival by cash, check or credit card. If you wish for Turtle Bay to invoice your school or district office, you MUST provide a copy of the purchase order on or before the day of your visit. Purchase Orders may be sent to [fieldtrips@turtlebay.org](mailto:fieldtrips@turtlebay.org) ahead of time.

Meanwhile, Turtle Bay Staff will greet students, chaperones, other teachers and school staff with an orientation outside of the Park entrance. This orientation covers the *Museum Manners*, information regarding exhibits and programs, as well as any answers to questions from the group. The check-in process takes approximately 15 minutes or longer during our busier field trip seasons and for large groups so please plan accordingly. Missing school stickers, arriving late, or other unexpected circumstances will further delay check-in. After check-in, you will explore the Park and/or head over to your class, if scheduled.

Please note if your group arrives late, you may need to wait as other groups present are being checked in. *Do not bring group towards entrance or past the restaurant patio until entire group has been checked in.*

### Entering the Park

Once payment and orientation are complete, your group will be free to explore the Park! Divide the students into their chaperone-led groups. Use the Museum Entrance to get to the Museum, aquarium, and Paul Bunyan's Forest Camp. Use the Sundial Bridge to visit the McConnell Botanical Gardens and Arboretum.

### During Your Visit

To help plan your field trip, please see our *Helpful Hints for a Successful Field Trip* section in this packet. For up-to-date information and dates on our exhibitions, please visit [www.turtlebay.org/school-field-trips](http://www.turtlebay.org/school-field-trips).

If you scheduled a class for your field trip, your group or the first rotation of your group must be at the meeting location at the scheduled time. Class times will be shortened due to late arrivals. For Exploration Classes, Turtle Bay Educators will coordinate with you upon check-in where to meet. For Animal Classes, groups meet at the Mill Building at 10:00 AM unless otherwise noted. For Garden Classes, meet at the East Gate of the Botanical Gardens (Sundial Bridge side) at 10:00 AM after checking in by the Museum Entrance.



The *Parrot Playhouse* aviary is open year round. The lorikeets have a resting period from 11:45 AM to 1 PM, and the *Parrot Playhouse* is closed. Please plan your visit accordingly. Optional nectar cups to feed the birds may be purchased for \$2.00 at the aviary (cash or card only) or upon check-in at the front desk if paying with check or purchase order.

Our seasonal *Walk on the Wild Side* Animal Show starts Saturday, May 18th and runs Tuesdays – Sundays at 11:00 AM and 12:00 PM. There will not be a show on Tuesday, May 28th. Seating is first come, first served and there are no late seating options in the amphitheater. An usher will greet your group before seating and go over special considerations for this program.

Chaperones are responsible for the behavior of the students assigned to them and must supervise them at all times. Please remind all chaperones that their active involvement will enhance the students' experience. Students must always be with their chaperone, including Paul Bunyan's Forest Camp.

### **Museum Manners**

All students and chaperones are expected to abide by our following *Museum Manners*:

- Everyone in your group must stay together. Chaperones must supervise students at all times.
- Not everything is for touching. Anything alive (animals *and* plants) or behind glass or a barrier such as rope or railing are for looking only. Keep your eyes out for "Please do not touch" signs by other artifacts around the Park. Not sure? Ask Turtle Bay staff!
- Animals at Turtle Bay may touch you, but you may not reach out to and/or touch them. For example, parrots in the Parrot Playhouse may perch on you but you cannot pet or reach your hand out to them.
- Stay on walkways and do not climb on non-playground structures inside or outside.
- Walking feet and quiet, indoor voices especially while inside the Museum and Mill Building.
- No flash photography. Some exhibitions may prohibit photography entirely.
- No food or drinks (coffee, tea, and juice included) besides water inside the Museum, Mill Building and Forest Camp Amphitheater.
- Remember your school's behavioral expectations and any other rules for field trips. *Teachers, be sure to share any additional rules to your students AND chaperones.*

### **Reinforcing Your Visit**

After returning to school, reinforce the students' field trip experience by having students create a written or drawn reflection of their experience. Supplemental Activities for before or after your visit are available for most Exploration Classes.

We welcome feedback regarding your visit to Turtle Bay Exploration Park. Please complete an online evaluation that will be emailed to you after your visit. You may also email [fieldtrips@turtlebay.org](mailto:fieldtrips@turtlebay.org) with any additional feedback.



**Chaperone Ratios & Fees**

- All groups must have at least 1 adult chaperone per 8 students and no more than 1 adult per 2 students. Exceptions are made only for special education groups.
- Only Turtle Bay Members named on their membership card are admitted for free. Memberships do not waive student admission or class fees. Member Guest rates do not apply for field trips.
- A maximum of 1 chaperone per 2 students is permissible for the discounted rate. Adults exceeding this ratio will need to pay general admission and pay at the front desk.

<b>Teachers/ Field Trip Coordinators</b> <i>All teachers attending field trip must submit a signed policy agreement within 10 days of confirming their reservation.</i>	Free
<b>Students (&amp; other children 4+)</b>	\$6.00
<b>Chaperones</b>	\$6.00
<b>Turtle Bay Members</b> <i>Must be named on membership - adults only, no additional guests</i>	Free
<b>Garden &amp; Exploration Classes</b>	+ \$1.00 per student
<b>Animal Classes</b> <i>Fee applies to chaperones, siblings 4+, members, and students</i>	+ \$2.00 per person
<b>Nectar Cup</b> <i>Optional lorikeet feeding at Parrot Playhouse</i>	+ \$2.00 ea.
<b>Admission Stickers</b> <i>Required for all individuals without a school sticker or equivalent (see under School Stickers section)</i>	+ \$0.50 ea.

*Pricing is subject to change without notice.*



### Thank You!

We appreciate you for sharing your time and joining us for a field trip to Turtle Bay Exploration Park! We hope you help us make the most of the students' visit while you're here and have fun in the process. Your active involvement will enhance their experience. We encourage all chaperones to find childcare for any younger siblings so they can focus on their group's safety and enjoyment.

### Before the Trip

- Turtle Bay Exploration Park features a Museum, playgrounds, wildlife center, botanical gardens, and Sundial Bridge. Some of our campus is indoors, some is outdoors, so **dress for the weather and wear good walking shoes!**
- **Check with the teacher to see if there is an itinerary your group is following.** Your class may be signed up for a timed, educator-led class or want to see a timed animal show.
- **Ask your teacher how you are paying admission.** Some schools will pay for chaperones, some will collect money before the trip day, and some will collect money when everyone arrives. Please do not check in at the desk, all field trips pay in ONE transaction.

### During the Trip

- Please know that our staff and your teachers are counting on you to help with the students in your group. Be present and ready to redirect any behavior that is disruptive or destructive. This is especially important when in our exhibitions or around our animals.
- **Make sure you get a sticker/lanyard/etc. from your teacher.** This will be your admission pass for the day to let you in and out with the group.
- **Not everything is for touching.** Anything alive (animals *and* plants) or behind glass or a barrier such as rope or railing are for looking only. Not sure? Ask a staff!
- **No food or drinks** (coffee, tea, and juice included) besides water inside the Museum\*, Mill Building and Forest Camp Amphitheater.
- No flash photography. Some exhibitions may prohibit photography entirely.
- **Walking feet and quiet, indoor voices** especially while inside the Museum and Mill Building.
- **Animals at Turtle Bay may touch you, but you may not reach out to and/or touch them.** For example, parrots in the Parrot Playhouse may perch on you but you cannot pet or reach your hand out to them.
- **Stay together!** Make sure you know where the children in your care are at all times. It's easy to get separated when we have high volume days.
- **Know where and when your group is meeting for lunch.** Teachers normally store lunches together and eat shortly before they board the bus, you won't want to miss it!

A field trip to Turtle Bay Exploration Park is a great idea! There are many things to explore within our 300 acres. Many school groups who come to the Park participate in a Turtle Bay staff-led class, but teachers are also welcome to plan their own visit through an Independent Exploration field trip. Here are some tips for helping your students (and you!) have a successful and meaningful visit to Turtle Bay.

**Use the pass!** Teachers that schedule a field trip can come in *free of charge* prior to their field trip. You'll make better use of your time and will experience fewer hiccups during your field trip if you have a plan. All you need to do is show your field trip confirmation form at the Museum Front Desk.

**Less might be more.** Don't try to show your class the whole Park during your visit! Choose a few things to really enjoy with your students and encourage them to return to experience more at another time. From the aquariums, travelling exhibitions, Botanical Gardens, Paul Bunyan's Forest Camp and more, Turtle Bay has a lot to offer!

**Engage your students.** Find a few things that you want your students to see and include a few engagement activities. Be sure to bring pencils, paper, and clipboards if you need them for your activities.

**Don't forget the before and after.** Prepare your students for a visit to a museum and give them a way to reflect on their experience afterward. Review our *Museum Manners* with your students prior to their trip so they understand their behavioral expectations.

You probably came up with a few more ideas as you read through our suggestions. By keeping your students' needs in mind and doing a little bit of thoughtful planning, you can make your field trip to Turtle Bay one of the highlights of your school year.

The following *Park Visit Planning Guide* can help you plan your visit. Bring it with you when you visit the Park for your preview. On the first page jot down ideas as they occur to you and use the second page to create your plan.

We're looking forward to seeing you soon and hope you have a wonder-full time!



Things to keep in mind as I look:

Objectives of our visit, logistical details, checking in, etc.

---

---

---

---

---

Exhibits that grab me (note the location):

---

---

---

---

Activity ideas - How might I engage my students with this exhibit?

---

---

---

Mapping our route - Devise a logical route for the visit and list the stops in order. Note how to utilize your chaperones and how this can be done in smaller chaperone-led groups.

---

---



Objectives: What should happen for my students today?

---

---

---

---

Remember to bring:

---

---

---

Our itinerary:

Closure:

---

---


---



A simple way to engage your students during your field trip could be a Park-wide scavenger hunt. You can customize this list for your field trip, or have your students create bingo cards.

- Bark house
- LEGO spider
- Elliot redwood log
- An old artifact
- Something that is alive in the Museum
- Model of the Sundial Bridge
- A taxidermy animal
- Western pond turtle
- The Sundial Bridge
- Beaver lodge
- Model of the Shasta Dam
- An artifact larger than you
- Animal tracks
- Bird
- Mammal
- Reptile
- A fishing tool
- An old forestry tool
- A tool that scientists use
- Map
- Stalactites
- A mining tool
- An old object that is still used today
- Material that was used to construct the Sundial Bridge



<b>B</b>	<b>I</b>	<b>N</b>	<b>G</b>	<b>O</b>
		 FREE SPACE		