



# Field Trip Chaperone Guide



**Thank you for being a chaperone!** Birmingham Zoo field trips are a fun and educational experience for children and adults alike. Please read these hints and tips to help keep your group safe and maximize your fun while at the Birmingham Zoo. Your first priority is your assigned student group. These students need your full attention and you are responsible for their safety and for ensuring they have an enjoyable, engaging, learning experience while here at the Zoo. We ask that you please refrain from using your mobile phone and stay with your group at all times while at the Zoo. Undisciplined children may cause their entire group to be asked to leave the Zoo.

## Parking & Meeting your Group:

- If parking staff is present, please follow all instructions provided to ensure quick unloading of yourself and your children. If not, please park in any of our three parking lots, located off of Cahaba Road. Parking is limited, so please arrive a few minutes early to ensure that you can meet your group in a timely manner.
- After parking, please wait at the front gate for your group's bus to arrive. Please be patient and keep in mind that your group is not the only group visiting us today. We would greatly appreciate your waiting to either side of the entrance gates to ensure that everyone can enter in a safe and timely manner.

## Before Your Trip:

- If you do not pay for your admission through your field trip group, you will not receive any group rates. We highly encourage you to pre-purchase your tickets on our website before your visit.
- Ask your Teacher/Leader to:
  - Clarify the educational goals of the trip.
  - Explain their behavioral expectations for the students. (See Zoo expectations below)
  - Discuss any activities that you will lead while at the zoo.
  - Provide any times/locations that you will need to meet the rest of your group during your visit.

## During Your Trip:

- Stay with your group. Students must be chaperoned at all times.
- Complete the second page of this guide to ensure your group stays organized and on schedule.
- Ensure that your teacher/leader has your cell phone number in case of an emergency.
- Please arrive at your scheduled lunch or education program on time. We may have many other groups enjoying a Zoo lunch or program that day, so please help us keep to everyone's assigned schedule.
- You will be given a color coded wristband for every member of your group that signifies what attractions your group has purchased. Your group members must **wear** these wristbands to enter and participate.
- **First Aid and Lost and Found** is available near the front entry plaza next to the Gift Shop.
- Don't forget to **HAVE FUN!**

## Zoo Manners:

- Please be considerate of the animals. **Do not knock on their exhibit windows or throw objects at them.** We also ask that you **DO NOT feed the animals.** Our keepers have prepared a scheduled diet for each of them. Also, please do not chase the animals that roam freely on zoo grounds. The zoo is their home and they have a right to live in their home in peace.
- We do not allow smoking, e-cigarettes, plastic cup lids and straws, outside food, coolers, bikes, skates, skate boards, toy or actual weapons of any kind, pets (excluding service animals) or balloons on Zoo grounds.
- Fences and barriers around the animal areas are there for your safety and that of the animals. Please stay on the walkways and viewing areas provided. Also, please do not stand or sit on any fences, walls, or rocks.
- We want all children to have a great time in the Children's Zoo play area. Parents and chaperones, please guide children to use the play area properly. Climbing on the rockwork walls to the play area is prohibited.

If a member of your group is lost or injured, please notify any Zoo staff member in your area and they will assist and direct you to our First Aid Office.

**Students in My Group**

Name \_\_\_\_\_.

Any allergies, medications, or other information to know about assigned students: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Schedule**

We will leave for the zoo @ \_\_\_\_\_ AM/PM @ \_\_\_\_\_.

We plan to arrive at the zoo @ \_\_\_\_\_ AM/PM.

We will meet to eat lunch @ \_\_\_\_\_ AM/PM @ \_\_\_\_\_.

We will meet to leave the zoo @ \_\_\_\_\_ AM/PM @ \_\_\_\_\_.

If we have an Education Program we will meet @ \_\_\_\_\_ AM/PM in the Auditorium.

Your group will visit the Gift Shop @ \_\_\_\_\_ AM/PM. You are Group # \_\_\_\_\_.

**Basic Information:**

Name of School/Group: \_\_\_\_\_

School/Organization Phone Number: \_\_\_\_\_

Name of Teacher/Leader: \_\_\_\_\_

Teacher/Leader Phone Number: \_\_\_\_\_