



**ECO**  
CENTER

# FIELD TRIP GUIDE

( FOR EDUCATORS )



1757 COUNTY RD 59  
CALEDONIA, OH 43314

CALL EMILY (914) 400-8085



## FIELD TRIP GUIDE

# Field Trip Overview

ECO Center's commitment to outdoor education benefits school-aged children and provides lifelong learning opportunities for all ages. As outdoor education and sustainability advocates, we see field trips as a way to provide hands-on, minds-on, experiences.

### *PREPARE YOUR STUDENTS*

- Tell students what lessons they will be participating in and review the key words and concepts of each lesson.
- Review ECO Center's safety rules and behavioral expectations with all students.
- Review the lunch dismissal policy with your students.
- Introduce them to waste sorting to help prepare them for the lunchtime activity (compost, recycling, & landfill).

### *PREPARE YOUR CHAPERONES*

- Make sure chaperones know if they need to pay when they arrive. If they do need to pay, chaperones should submit exact change to the lead teacher at the beginning of the field trip.
- Review ECO Center's student behavior expectations with all chaperones.

### *\*ADMISSION FEES:*

- Paid Teaching Staff: No charge
- Parent Chaperones: \$5 each
- Siblings 3+ years: \$5 each
- Students: \$7 each

\*changes in field trip agreement participant numbers should be made before 72 hours of your visit if you will be requesting a refund. Participant numbers are used to establish staffing requirements and we appreciate your understanding.

### *ENCOURAGE CONVERSATION*

- We want students to explore and to ask questions about the lesson content and anything they may see while on their field trip.
- Chaperones shouldn't be afraid to offer up questions for the students to think about, such as "Why do you think that is important?" or "What is that?"



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# Teacher Checklist

- Fill out and return your "Field Trip Agreement" form to [info@ecocenterohio.com](mailto:info@ecocenterohio.com) to reserve your preferred date(s).
  - Print and distribute the ECO Center Waiver to your students.
  - If required, secure a Purchase Order from your school office or treasury department. Send it to [info@ecocenterohio.com](mailto:info@ecocenterohio.com) so it can be included on your field trip invoice.
  - Confirm your transportation and calculate your travel time. If your group arrives late, you may miss part of your program. Please call or text 914.400.8085 if you are delayed.
  - Explain safety rules and behavior expectations to your students (see page 5).
  - If you choose to include chaperones for your trip, please prepare them by sharing the "Safety Rules & Behavioral Expectations" information. If possible, please collect their admission fee (\$5/each) prior to arrival.
  - Assign students to the dedicated groups as discussed with ECO Center staff. Making sure that both chaperones and students know their groups prior to arrival helps your field trip run smoothly and start quickly.
  - Review the waste sorting and lunch dismissal policy with students and chaperones.
  - Have your lunches in bins or containers before you arrive. If you don't have them available, we can provide them upon arrival. Lunches will be stored in the barn until lunch time.
  - We strongly encourage reusable water bottles, cutlery, food containers etc. We do not require it, but encouraging a "waste-free" lunch with your students helps reduce the carbon footprint of our field trips.
- Please plan to bring a drinking water source if you feel your students will require water at anytime during the field trip as we do not have potable water at ECO Center.
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## FIELD TRIP GUIDE

# Arrival Information

The first thing you should do after arriving at ECO Center is to unload the bus(es) and separate into your dedicated groups. Move the group(s) in single file lines through the main gate.

### *ARRIVAL PROCEDURES*

- When you arrive please have the bus pull up to most northern black fence line in the parking lot (gravel area).
- Lead teachers should unload the students and get them organized into their dedicated groups.
- After the groups are divided, lead the groups into the main entrance using single file lines.
- The head teacher should turn in waivers, and chaperone & student admission fees. We accept cash, check, or purchase order. If unexpected parent chaperone arrives their admission fees can be turned in at lunch.
- Lunch containers can be carried into the barn. If large lunch containers/bins are needed please request them prior to arrival and ECO staff will meet your group at the bus(es).
- Once inside the gate, our staff will give your group a brief orientation.
- Bus drivers are welcome to come in and explore the property or participate in the lessons free of charge.

### *LUNCH PROCEDURES*

- Have your lunches in bins or containers before you arrive. If you don't have them available, we can provide them upon request.
- Our concession stand is not operational during field trip times so please come prepared with everything your students will need to eat or drink during the duration of your visit.
- Please place all trash into the receptacles and clean up after yourselves as best you can. • Food and drink must be kept in the designated eating areas (picnic area, wooded fire pit, and barn).
- On hot days, we encourage groups to bring in a water cooler and refillable water bottles as we may not have a potable water drinking source available.
- After the students are done eating they should remain seated and wait for dismissal to the next activity.



## FIELD TRIP GUIDE

# Behavior Expectations

### *STUDENT EXPECTATIONS*

- Students must stay with their designated groups at all times.
- Students should raise their hands to participate in group discussions and follow general classroom/school protocol when moving between stations, eating lunch, and participating in all the ECO Center activities.
- While in the woods, stay on the trail and do not go ahead of the ECO Center guide.
- Do NOT pick, knock down, kick, kill or destroy any living thing while on the field trip.
- Please walk and use a calm quiet voice when around our pets and farm animals.
- Respect the property and the outdoors by cleaning up after yourself and being gentle with everything you encounter.
- During and after lunch, students should remain seated quietly until dismissed by ECO Center staff .

### *TEACHER & CHAPERONE EXPECTATIONS*

- Students and chaperones are responsible for the overall safety of their students.
- Make sure students remain with their designated groups.
- Chaperones and teachers are responsible for the behavior of their students. We require students to follow the behavior expectations and for you to enforce them.
- Please stay engaged with your group at all times. Ask your group questions and encourage them to get involved.
- Teachers are responsible for collecting lien waivers, necessary Purchase Order numbers, and chaperone admission fees prior to the field trip.

### *FACILITY RULES*

No pets, smoking, or firearms are permitted within the gates of ECO Center.