



## Pre-Trip Information for Teachers

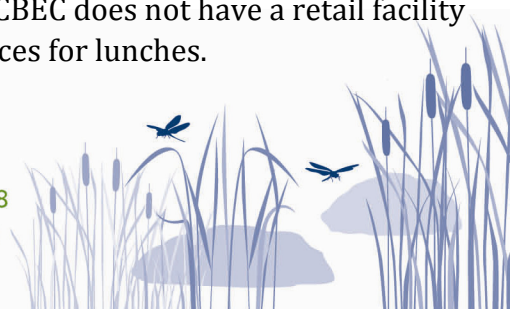
*Thank you for choosing to visit the Chesapeake Bay Environmental Center. The following information is provided to help make your field trip educational and enjoyable.*

### Chaperone Requirements:

- Teachers and chaperones are not charged admission.
- For grades 2 through 12, we require a ratio of 1 chaperone/teacher for every 8 students. For grades Pre-K to 1, we require a ratio of 1 chaperone/teacher for every 5 children.
- Please assign your chaperone to a group prior to your arrival.
- Prepare your chaperones by sending a letter home with your field trip schedule and dress requirements. They should be prepared to be active participants! CBEC educators are not responsible for managing student behavior.

### Preparing your students:

- Help students check the weather forecast for the day of your field trip. The program will be held rain or shine, so they may need to be prepared with rain coats, hats, and boots. It is generally cooler near and in the water, so remind students to wear layered clothing.
- Instruct the students what to wear depending on your field trip schedule. They are required to wear shoes that can get wet and muddy for certain activities. Bare feet are NEVER permitted on our beaches and in the bay. This rule applies to students, teachers, and chaperones. A change of clothes and/or shoes may be necessary, as well. Check with CBEC Education Staff for requirements specific to your program.
- If you are participating in the **Catch a Bay Critter activity**, please be aware that this activity involves wading into water that may be as high as mid-thigh, especially on shorter students. Shoes are worn at all time in the water. Good shoes to wear in the water include: old sneakers, tight fitting crocs or similar sandals with snug straps, water shoes, or rain boots. A change of shoes is highly recommended. All students, chaperones, and teachers will be expected to participate, unless otherwise discussed. Catch a Bay Critter is a well organized activity, but we depend on teachers and chaperones to provide additional supervision. This activity can be modified to avoid going in the water, but this must be indicated on the program request form, so we can plan accordingly.
- Because we have many marshes on-site, we also have many bugs. Bug spray is strongly recommended and can only be supplied and applied by the student or adult who has permission from a parent. CBEC does not supply bug spray.
- Sunscreen is also recommended, as we will be outdoors for the majority of the day. Students, teachers and chaperones must bring their own sunscreen and apply it themselves, throughout the day, as needed.
- Students should bring plenty of water/fluids for the day. CBEC does not have a retail facility that sells refreshments, nor do we have refrigeration sources for lunches.



## **Arriving at CBEC**

Please indicate the exact time you plan to arrive on the program request form. Students will be given approximately 10 minutes at the start of the program to use the bathroom, apply sunscreen and bug spray and make other necessary preparations. In order to complete all of the scheduled activities, we will start promptly at the time on your schedule. If you are delayed in arriving, please call the office at 410-827-6694. If no one answers in the office, please contact Katey Nelson on her cell phone at 301.728.9162. We will do our best to adjust for accommodate late arrivals.

Park all vehicles in the parking lot. A CBEC staff member will meet you in the parking lot with instructions.

## **Student Groups**

Name tags are highly recommended to assist the CBEC educators and chaperones.

Unless your group is under 20 students, please plan to divide your group into 2 or 3 smaller groups. The number of groups will be determined by the number of programs your group is participating in. Most groups participate in two or three programs. Students will rotate between these programs.

## **Program Fees**

Your final payment is due upon arrival. If you are bringing extra students that have not been accounted for on your contract, additional fees apply. Please give your payment to a staff member **before** the activities begin.

## **CBEC Contact Information:**

Katey Nelson- Education Manager

[knelson@bayrestoration.org](mailto:knelson@bayrestoration.org)

Office- 410.827.6694

Cell- 301.728.9162

