



Palm Desert 47-900 Portola Avenue - Palm Desert, CA 92260 - 760-346-5694 - [www.LivingDesert.org](http://www.LivingDesert.org)

## **School Field Trip Information**

We are looking forward to your visit to The Living Desert. We want your visit to be safe, enjoyable and without confusion. Use of the following guidelines will help make this visit fun for all. Please read it carefully, as we have included information about what you can expect and what our facility expects from you, your staff, students and chaperones.

### **Preparing for your Field Trip:**

- Download and review the pre- and post- materials designed by our Education Department. The better prepared your students are, the better their experience will be. Please feel free to contact the School Field Trip at: **(760) 346-5694 ext. 2519** if you have questions or individual needs.

### **Teachers & Chaperones:**

- Please ask chaperones to turn off cellular phones and pagers, or leave them at home.
- Chaperones primary responsibility is to oversee the behavior of the students in their charge.
- Chaperones are expected to give full attention to the safety and order of their group.
- Please download and review the chaperone guidelines; you are responsible for ensuring that your chaperones understand their responsibilities. (See the lead teacher for the downloadable documents)

### **We Require:**

- A minimum of **1** adult per **5** students for the self-guided **Zoo Zone Field Trip**
- Chaperones **MUST** be **age 21** or over, and in the case of High Schools groups, they may not be students.
- Chaperones are asked not to bring toddlers or infants in strollers, as they will be unable to give their full attention to the children in their charge.
- Chaperones must supervise their assigned group, being sure that all park guidelines are adhered to.
- All participants **MUST wear Name Tags with** your school/groups name **ONLY**

### **We Suggest:**

- Comfortable, closed-toe walking shoes
- Hats
- Water bottles
- Sunscreen
- Light jackets or sweaters are recommended in winter
- Backpacks may be worn or left on the bus. We do not transport backpacks or other personal items

### **Lunches:**

**Please pass this information on to the other Teachers/Adults coming with you.**

- Pack the lunches in light weight boxes (**under 25lbs.**) and/or in **SMALL** coolers on wheels.
- We recommend that you pack lunches in disposable/recyclable packaging and in cardboard boxes, (printer paper boxes with lids are perfect in size and weight)
- We will not be transporting loose lunches, backpacks, personal items, lunch items packed in garbage bags, oversized and heavy boxes (**over 25 lbs.**), or large ice chests without wheels.
- We ask that you assume responsible for transporting your lunch containers out of the park.

### **Arrival by Bus:**

- Buses will park and unload in the designated Bus parking area. When possible, Buses will be guided in to their parking area by someone on a Golf Cart.
- STAY ON THE BUS for announcements and guide lines.

### **Arrival by Vans or Cars:**

- Park your vehicles for free where ever you can
- Look for a sign with your organizations name on it near the entrance.
- Bring your lunches PACKED IN BOXES with you. We do not transport loose individual lunches.
- Wait there for announcements and guidelines by Staff and Volunteers.

### **Payment:**

- **We only except payment from the lead contact person. Please pool your monies together if need be.**
- **Credit Card** – We take all credit cards
- **Cash** – Exact cash in large bills is preferred (No loose change please)
- **Purchase Order** – Send PRIOR to your visit. We will invoice you after your visit.
  - If when you arrive the total cost is more than the P.O. amount you will need to pay the difference
- **CHECK:** Bring a blank check when possible. We will do the appropriate calculations with the discounts and miscellaneous fees, and let you know the total amount to fill in on the check.
  - a) If you bring a check that is pre-filled in with a dollar amount and it is over we will refund you.
  - b) If it is made out for less than what you owe you will need to pay the difference upon arrival.

**Wristbands:** Only the Adults will be given a colored wristband to wear. These bands help us locate missing/lost members of your party, identify your school to others in your group, as well as identify you lunches.

### **While on Your Field Trip:**

**Chaperones MUST remain with the Students in their charge at all times! This includes High School and Middle School age groups too.**

- **Walk** for your Safety and to keep the Animals from hiding!
- **Stay** On the paths and with your Chaperones. Watch out for moving vehicles on your path.
- **Quiet** Noise scares the Animals and annoys other visitors. If Animals are sleeping, do not wake them. Do not chase the local wild animals that live here.
- **Refrain** from eating on the trails and do not feed the local wild animals.
- **Respect** plants, animals, other visitors and yourselves.
- **Resist** climbing on anything. Do not stand sit, or climb on the wooden fences, berms, rocks, or other objects in the park.

**The Guardians of the Living Desert Show:** amphitheater has limited seating, which is taken on a first come first served basis. Please arrive early.

### **While Picnicking:**

- Snack or eat lunches in designated picnic areas ONLY. Not on the walking paths and trails.
- Clean up all trash in the picnic area.
- Recycle ALL appropriate recyclables in the blue containers.
- All Students need to be supervised by their chaperones when enjoying the playground and picnic areas.

### **When you leave:**

- Use the main EXIT for departure. The private gate you came in will be locked.
- Students need to be walked back to the buses at the designated crosswalks.