



47-900 Portola Avenue - Palm Desert, CA 92260 - 760-346-5694 - 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 Office at:
- **(760) 346-5694 ext. 2519** if you have questions or individual needs.

Teachers & Chaperones:

- Please ask chaperones to refrain from using their cell phones, except in an emergency.
- Chaperones primary responsibility is to oversee the behavior of the students in their care.
- 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:

- We request a minimum of **1** adult per **5** students for the self-guided Field Trip.
- **Required 1 adult per 10 students.**
- Chaperones **MUST** be **age 21** or over, and in the case of High Schools groups, they may not be students.
- Chaperones must supervise their assigned group, being sure that all park guidelines are adhered to.
- All participants **MUST wear NAME BADGES with your school/groups name ONLY**

We Suggest:

- Comfortable, closed-toe walking shoes
- Hats, 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: As a courtesy, we will move your lunches when you arrive, if they are packed to meet our safety criteria. Please pass this information on to those responsible for packing your lunches, and the other Teachers/Adults coming with you.

- Pack the lunches in light weight boxes (**under 30lbs.**)
- **IMPORTANT:** Due to safety concerns, Living Desert Staff and Volunteers ARE NOT ALLOWED to move/lift oversize or overweight boxes or coolers. These items will be the sole responsibility of your group.
- 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.
- **Your group is 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 guidelines.

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 Bus parking island.
- 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 funds 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 amount and it is less than \$25.00 over the amount, you will **NOT** receive a refund.
 - b) Checks sent prior to a field trip date that end up being over the amount the day of the field trip will not be refunded.
 - c) 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 your school's 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.

Wildlife Wonders 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 Education Gate you entered through to exit the park. There is a 'touchless' button located near the gate which will unlock it. DO NOT prop this gate open, as this is a safety concern.
- Students need to be walked back to the buses at the designated crosswalks.