

Pittsburgh Zoo & PPG Aquarium Field Trip Confirmation Packet and Important Information



Thank you for scheduling a trip to the Zoo. For your upcoming visit, we have put together some important information that will help you prepare a day that is trouble-free and a positive learning experience for you and your students. It is the mission of the Conservation Education Department to remain dedicated to instructing students of all ages about the beauty, wonder, and irreplaceable value of all life on our planet. We believe the information contained in this confirmation will not only help our visitors realize these lessons, but also make for an enjoyable experience for those planning and participating in the trip.

We hope that you have scheduled an interactive program during this visit. If you have, the location, time and topic for each program will appear on a separate confirmation piece. Please make sure that all chaperones have this information. If you would like to explore our educational options, please check out our website at www.pittsburghzoo.org, under the Education link.

Trip Organizer's Checklist – Before Your Visit

- Review Your Confirmation***
Review your confirmation sheet(s) to make sure all information is correct. If there are any changes, please contact the Reservations Office as soon as possible.
- Sign the Visitation Agreement (only applicable for Grades 6 through 11)***
Please find the enclosed Visitation Agreement. This must be signed by your school's Principal and submitted with payment. Payment received without a signed contract will not be processed.
- Show Your School Pride***
Have your students wear nametags or clothing that identifies them with your group. Be creative! Individual names are not necessary, but the school name is most helpful.
- Elect your Leaders***
The Zoo requires 1 chaperone for every 10 students. Chaperones must stay with students of all ages at all times throughout the trip. Please copy and distribute "Ideas for Being a Great Chaperone". Bring their attention to the designated Notes section, where times for classes, lunches, and departure can be listed.
- Organize Your Payment***
Payment is due to the Reservations Office NO LATER than TWO WEEKS before your scheduled trip date. Arrangements can be made concerning unsure payment and number issues by contacting the Reservations Office as soon as possible.
- Define Educational Goals***
Plan the goals of your visit and share them with your chaperones, along with the Ideas for Chaperones. Having everyone working towards the same result will help your students get the most from the trip.
- Distribute Learning Adventure Confirmations (only applicable if doing an Educational Program)***
Distribute the enclosed additional confirmations explaining locations and times for your scheduled programs to the appropriate teacher or group leader. Make sure they are familiar with the green chaperone labels and ratio of adults allowed into each classroom. **The Zoo permits a maximum of 4 adults per classroom program. Each adult you choose to be admitted into the classroom will need to wear a green chaperone label. Labels will be mailed with your wristbands after we receive your payment.**

Field Trip Resources

Enhance your field trip by incorporating our Teacher Resource Packets. To access materials on the website, you will find links to activities specific to your scheduled class program at www.pittsburghzoo.org, under Education, Schools & Teachers, Teacher Opportunities and Resources. These guides can be downloaded from the internet, and used before, during, or even after the day of your trip.

Trip Organizer's Checklist – Day of Visit

Enter

- Distribute wristbands and nametags prior to leaving the school.
- Remind your bus driver and chaperones of the departure time and meeting place.
- Remind chaperones that they must stay with students of all ages at all times.
- Buses should park in the Zoo's main parking lot. Bus Driver Passes, to be used for admission for drivers only, will be included in your wristband confirmation.
- Present the ticket confirmation you will receive with your wristbands to the Gate Attendant at Admission Booth #5. You will need to know the actual number of adults and students in attendance at that time.
- Unused wristbands are good towards admission on a different day through Labor Day 2010. Be sure to read the orange wristband wrapper that came with your tickets. It will instruct you on your payment and give you further instructions if needed.

Explore

- Follow the suggestions listed under *Ideas for Chaperones*.
- Arrive at the location of any scheduled program at least ten minutes before the start time. Your instructor will be waiting.

Eat

- Groups with packed lunches are able to leave lunches at pavilions they have reserved. If you have not reserved a space, you may bring lunches labeled with your school or group name to the Education Complex lobby and leave them until you are ready to eat. Wagons for you to transport lunches can be rented for \$6 each.
- Concession stands will be available to purchase lunch or snacks throughout your day. The Safari Grille is open year-round, with additional concession areas open dependant upon customer attendance.
- If you have purchased catered lunches through the Zoo, please be aware of the delivery time and location.

Shop

- Gift shops are ready to provide your students with a unique collection of souvenirs to remember your day long after the bus leaves.
- If you have purchased pre-made souvenir bags through the Zoo, these can be picked up at the beginning or end of your day at Safari Outpost (located in the Village, near the top of the escalators).