

# CHAPERONE CHECKLIST

**Dear Chaperone:** Thank you for supervising students on a field trip to the Zoo. Please follow the directions on this page to ensure a safe and enjoyable visit.

Your most important duty  
is to keep your students with you at all times.



Before the trip, talk to the teacher about...

- The educational goals of the trip.
- The behavioral expectations for the students.
- The activities you will lead at the Zoo.
- The communication plan, and the meeting times and locations.

Make a list of the names of the students in your group. Jot down what each is wearing and a brief description in case someone gets separated from your group. Make sure students know your name.

Review the following rules with the students in your group:

## ZOO RULES FOR STUDENTS

- Stay on the paths.
- Walk instead of run.
- Pick up your trash.
- Respect the animals by being quiet.
- Keep your hands, body, and objects away from animal enclosures.
- DON'T feed the animals.
- DON'T pick plants or flowers.

Use the Field Trip Activities to keep students involved.

- Focus students on the activities as you guide them around the Zoo.
- Encourage the students to ask questions, and then look for their own answers by observing, collecting evidence, making guesses, and forming opinions.

# TEACHER CHECKLIST

**Dear Teacher:** We're looking forward to your visit to the Zoo. Please help us by completing this short checklist ahead of time.

## Complete the Classroom Activities

### ○ These activities

- Correlate with National Science Standards and form the educational basis for your visit.
- Prepare Students for the Field Trip Activities that your chaperones will lead at the Zoo.

### ○ Arrange for an adequate number of chaperones.

- Special-needs students: 1 adult/1 student
- Preschool and K-12: 1 adult/5 students
- Carpool groups: 1 adult/4 students



### ○ Have a communication plan for your chaperones.

- Exchange cell phone numbers with the chaperones.
- Be sure all chaperones know the day's schedule, meeting times, and locations.

### ○ Make Copies of the Chaperone Checklist, Field Trip Activities sheet, and any other forms you create that communicate meeting times and locations.

- EACH chaperone must have a copy of EACH item.
- Discuss the activities with the chaperones before you leave school.
- Ask chaperones to review the materials thoroughly during the bus ride.

Thank you for visiting the zoo. When you visit and teach your students about plants and animals, you become a partner in conserving wildlife.