



Preparing for Your Field Trip

Thank you for choosing the Washington Youth Garden for your field trip experience. You have selected an adventure for your students that will involve lots of learning—and fun! Please review the guidelines below before your visit to ensure your visit goes smoothly.

Prepare Yourself – For teachers/group leaders

Upon Registering:

- Review your reservation confirmation email carefully, and check that the details and field trip time are correct.
- Review our policies on payment and cancellations, and pay your \$25 deposit.

One Week Before Field Trip:

- Notify **On-Site Programs Coordinator, Taylore Willis** (twillis@fona.org) of what your students are currently learning in the classroom so we can modify our programming to complement your curriculum and learning objectives. Also let us know of any student needs (i.e. ESL, learning needs, physical, severe allergies, etc.) so we can best accommodate your students.
- Provide updated student numbers and age if anything has changed so we can prepare supplies.
- Assign students and chaperones to groups prior to arriving at WYG.
 - **Groups of 30 or fewer students (90 minute field trip):** Break into 3 groups of no more than 10 students per group.
 - **Groups of 31-60 students (two 45 minute field trips):** If you are bringing 30 or more students, we will break your group in half. Each half-group will have a 45 minute field trip in the garden with our staff (we will then divide into 3 groups of no more than 10). The group that is not in the garden is encouraged to explore the Arboretum with your school's teachers and chaperones in their 45 minutes of free time. Review the [arboretum's website](#) for potential activities and make a plan. A walk to the [Capitol Columns](#) or in [Fern Valley](#) fit well in a 45 minute time frame.

Prepare Your Parents or Guardians

- Have parents complete the waiver of liability (Page 5; Spanish version Page 6).
- Students will spend their visit outdoors. We will still run the field trip in the event of light rain. Please notify parents to send their students appropriately dressed for the weather and for working in the garden. Optional: Send the provided short note home to parents (Page 5).

Prepare Your Students

- Outline the schedule of the day.
- Review the Garden Guidelines with students.

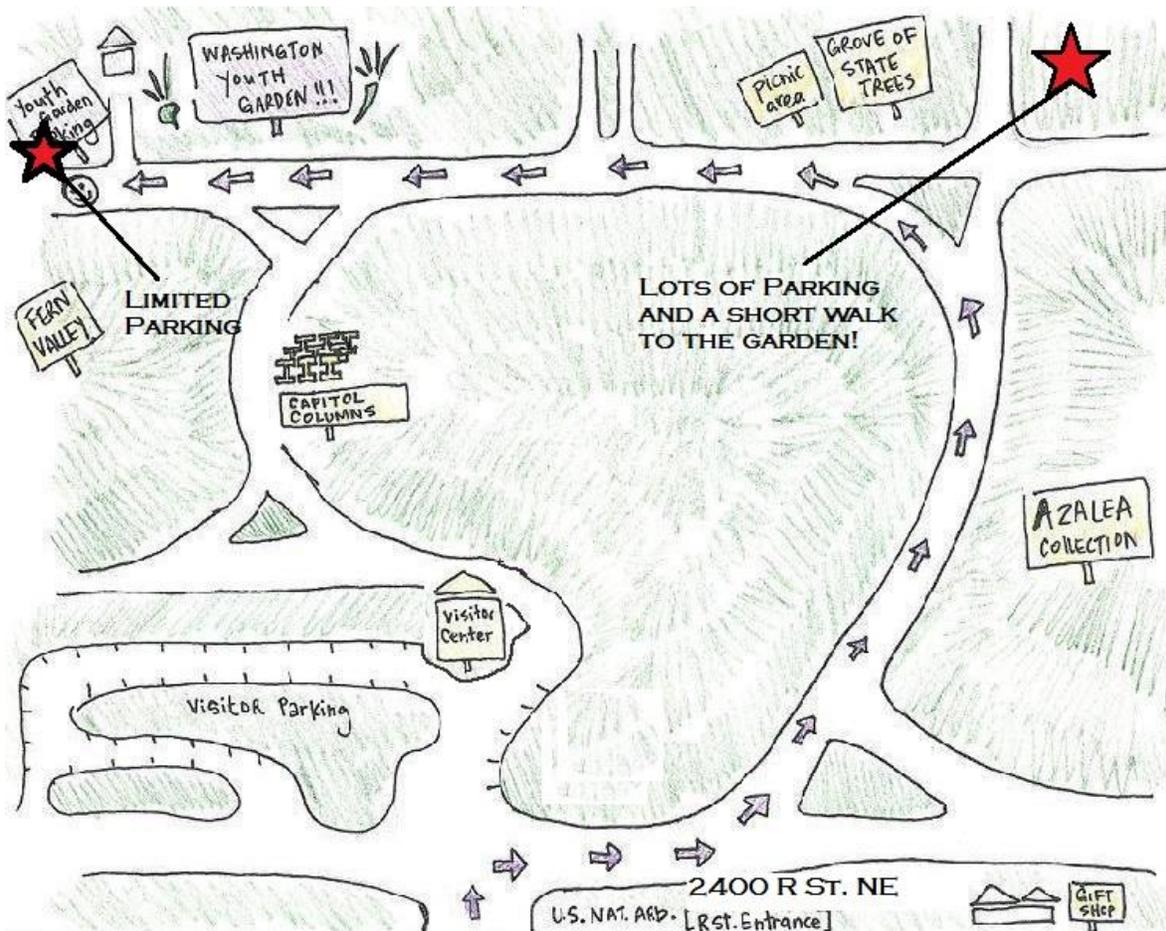
Prepare Chaperones

- Provide a copy of the Chaperone Guidelines with each chaperone and/or staff member (Page 4).
- Assign chaperones to groups prior to arriving at WYG.
 - Recommended chaperone to student ratios:
 - PreK – Grade 2: 1 chaperone per 5 students is recommended
 - Grades 3 - 5: 1 chaperone per 7 students is recommended
 - Grades 6 - 12: 1 chaperone per 10 students is recommended

Chaperones must be 18 years of age or older. Summer youth employment program (SYEP) participants, camp counselors, and other high school-aged staff are welcome to participate in our programming as youth. Please inform your young counselors that they will be participants during this trip. They will not count towards recommended chaperone to student ratios. Groups with insufficient numbers of chaperones and/or demonstrating inappropriate behavior may be asked to leave.

Prepare Your Drivers

- We are located on the grounds of the National Arboretum. The Arboretum's main entrance is at 24th & R Streets, NE, off of Bladensburg Road (2400 R St. NE). [Directions to the National Arboretum.](#)
- Provide the map below all drivers. There is limited parking at the Fern Valley parking lot next to Washington Youth Garden. If all spaces are filled, there is ample parking at the Grove of State Trees.



POLICY INFORMATION

Payment

A non-refundable* deposit of \$25 is due within one week of the date we confirm your reservation in order to hold your scheduled time. Fees must be paid in full by the day of the field trip and are based on the percentage of students eligible for Free or Reduced Price meals (FRP):

50-100% of students eligible for FRP = \$100.00 per field trip

0-50% of students eligible for FRP = \$200.00 per field trip

These fees offset some of the staff and materials costs for the program, but we are committed to making this living classroom accessible to as many youth as possible. A limited number of scholarships are available. Please email education@washingtoneyouthgarden.org if the fee is prohibitive for your group.

You may pay by check to: Washington Youth Garden, 3501 New York Ave. NE, Washington, DC 20002. Or, you may pay securely with your credit card or via Paypal through our [website](#).

Arboretum Access

The National Arboretum is open to the public daily from 8:00 am to 5:00 pm. Your group is invited to tour the rest of the arboretum collections on your own before or after your field trip within operation hours, or bring lunches to eat at the Grove of State Trees.

Cancellation/Notification Policy

If you are running late or encounter any problems day-of, please call WYG's office at 202-245-2709. WYG reserves the right to cancel programs on the basis of late arrivals (more than 30 minutes that have not been preceded by a phone call to our cell phone), weather conditions, or other conflicts we deem may affect quality facilitation of our program.

If you must cancel your scheduled field trip, please notify WYG staff as soon as possible. All cancellations must be made at least 48 hours in advance of the scheduled trip. Program fees will not be charged and not refunded for groups that fail to provide at least 48 hours of notice.

Weather Cancellations

In the case of light rain, WYG educators will plan to facilitate a portion of the lesson under our available shelter. If we must cancel due to weather, we aim to make a prediction 24 hours ahead of time and notify the scheduled group if cancellation must occur. However, there are occasions in which we must make day-of cancellations. If we are unable to reschedule, we will refund your deposit and fee.

Emergency Procedures

In the event of a medical emergency, please inform the nearest Washington Youth Garden staff member. They will radio National Arboretum security, who will assist with the emergency response.

Teachers/group leaders: provide a copy to each chaperone/staff member.



Preparing for Your Field Trip

CHAPERONE INFORMATION

Thank you for assisting your group's field trip to Washington Youth Garden. ***Chaperones are the most important part of ensuring our field trips are fun, engaging, and run smoothly!***

Please:

- Dress appropriately for the weather (including comfortable walking shoes).
- Actively engage and remain with the group at all times.
- Refrain from cell phone use during the guided program.
- Refrain from eating outside food during the field trip.
- There will be time at the end of the program for a group photo. We request you refrain from taking photographs/video during the trip as it is a distraction for students.

Ensure the students enjoy their visit:

- Role-model appropriate behavior: Read and follow the Garden Guidelines (below) yourself. Listen, observe, and participate. Enthusiasm is contagious! Students will follow adults' leads, so being engaged will encourage the students to be engaged, too.
- Know the purpose of the field trip: Why is your group visiting the Garden today? Ask your class teacher/group leader to review the purpose of your visit.
- Assist the garden educator: Help distribute and collect activity materials such as gloves and tools; escort students to the bathroom or first aid kit if required so the garden educator can remain with group.
- Help students make observations: Make your own observations about plants and ask the students' opinion. Invite students to share their discoveries with you.

GARDEN GUIDELINES

Please help preserve our garden by discussing proper behavior with students before visiting the Garden.

- Stay on the brown woodchip paths.
- Pick fruits, vegetables, and herbs only with permission of your garden educator.
- Respect all living things: The insects in our garden will leave you alone if you leave them alone. Swatting and yelling is more likely to provoke a sting from our honeybees than simply calmly ignoring them.

Dear Parent,

Your child(ren) will be attending a field trip to the Washington Youth Garden at the National Arboretum on: _____ . (Date)

Students will be outdoors for the duration of the field trip, including in light rain. Please check the weather forecast and make sure your student is appropriately dressed for the weather.

All times of year:

- Comfortable clothes for walking and garden work
- Close toed shoes that may get muddy
- Refillable water bottle

Spring/Fall: an extra layer such as a rain jacket, sweatshirt, or winter coat. A hat, scarf and gloves may be required for early spring or late fall trips.

Summer: sun protection such as a hat, sunglasses, and/or sunscreen

Please complete the attached waiver and notify the teacher of any severe allergies (food, insects, etc.)

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Individual Waiver for Minors Participating in Washington Youth Garden Educational Activities

My child is participating in a class, field trip, internship, and/or other activities taking place at the Washington Youth Garden located in the US National Arboretum. I understand that my child's participation may involve physical activities and potential risks of injury to person or property. Knowing this, I accept and assume the risks associated with my child's participation in any and all activities associated with the Washington Youth Garden.

I release all liability and responsibility from and will not take action against Washington Youth Garden or any of its directors, officers, agents, employees, affiliates, partners or successors because of any accident, injury, property damage, expenses, losses or damages which my child might experience due to his/her participation in these activities.

In case of emergency, accident, or illness, I give permission for my child to be treated by a professional medical person and be admitted to a hospital, if necessary. I agree to be responsible for all of my child's medical expenses.

I give permission to Washington Youth Garden to use my child's name, picture, writings, and audiotape or videotape recordings taken during the activity for publicity purposes without compensation. I understand that the information I fill out below will not be shared with outside organizations.

By signing below, I confirm that I have read the above statement, I understand it and I fully accept its terms. (If there are terms you do not accept, alter them to your approval and sign below):

PLEASE PRINT

(Must be complete in order to participate)

Minor's Name _____ Age _____

School/Group Name _____

Address _____

City _____ State _____ Zip _____

Food or Other Allergies _____

Special Needs _____

Parent/Guardian Name _____

Emergency Phone (1) _____ (2) _____

Signature of Parent/Guardian _____ Date _____

EXENCIÓN INDIVIDUAL PARA MENORES QUE PARTICIPAN EN LAS ACTIVIDADES EDUCATIVAS DEL WASHINGTON YOUTH GARDEN

Mi hijo/a está participando en una clase, visita de campo, internado y/u otras actividades que se desarrollan en el Washington Youth Garden ubicado en el US National Arboretum. Comprendo que la participación de mi hijo/a puede involucrar actividades físicas y riesgos potenciales de lesión a personas o propiedad. Sabiendo esto, acepto y asumo los riesgos asociados con la participación de mi hijo/a en cualquiera y todas las actividades asociadas con el Washington Youth Garden.

Libero de toda responsabilidad a y no tomaré ninguna acción contra el Washington Youth Garden o contra cualquiera de sus directores, oficiales, agentes, empleados, afiliados, socios o sucesores debido a cualquier accidente, lesión, daños a la propiedad, gastos, pérdidas o daños que mi hijo/a pueda experimentar debido a su participación en estas actividades.

En caso de emergencia, accidente o enfermedad, doy mi permiso para que mi hijo/a sea tratado por un profesional médico y sea admitido en un hospital, si es necesario. Estoy de acuerdo en responsabilizarme de todos los gastos médicos de mi hijo/a. Esta exención se mantendrá archivada por dos años después de la fecha en que esta haya sido firmada.

Otorgo mi permiso para que Washington Youth Garden use el nombre, fotografías, escritos y grabaciones de audio o video de mi hijo/a que hayan sido tomadas durante la actividad para propósitos de publicidad sin compensación. Comprendo que la información que llene debajo no será compartida con organizaciones externas. Al firmar debajo, confirmo que he leído la declaración de arriba, la comprendo y acepto los términos en su totalidad. (Si existe algún término con el que no esté de acuerdo, altérello para su aprobación y firme debajo):

POR FAVOR ESCRIBA CON LETRA DE MOLDE (Debe estar completo para poder participar)

Nombre del menor _____ Edad _____

Nombre de la escuela/grupo _____

Domicilio _____

Ciudad _____ Estado _____ Código Postal _____

Alergias a alimentos u otras _____

Necesidades especiales _____

Nombre del padre/tutor _____

Teléfono de emergencia (1) _____ (2) _____

Firma del Padre / Tutor _____ Fecha _____