



School Program Fieldtrip Information

Thank you for scheduling an education program with Audubon Vermont at the Green Mountain Audubon Center. We are looking forward to sharing this wonderful place with your students. Below is information on logistics, procedures, and considerations for your visit. Please distribute this information to all participating teachers/classrooms.

Materials to download <http://vt.audubon.org/schoolPrograms.html>

Please download the following materials from our website before your fieldtrip:

- *Curriculum Connections* page for your program
- Program Payment Form
- Chaperone Letter
- Google map and directions to the Green Mountain Audubon Center

Program details

You should receive an email confirming the details of your fieldtrip (i.e. date, time, program, number of students, meeting place etc.) 2-4 weeks prior to your fieldtrip. If you have not received this email or have any questions about these details, please call the Education Programs Coordinator at 434-3068.

Curriculum Connections

School programs at the Green Mountain Audubon Center are intended to compliment your work in the classroom. To make the most of your trip, classroom work before and after your visit is highly recommended. The following details about each program can be downloaded in a *Curriculum Connections* summary page from our website to help you in your curriculum planning:

- A general description of the program
- Essential questions and understandings around which the program is designed
- Related Vermont Grade Expectations
- Key words
- Related books and resources

We are in the process of creating suggested pre- and post-trip lessons for each program as well, and will upload these files to our website as they become available. Please feel free to call the Education Programs Coordinator if you would like to discuss how our programs can best be tailored to fit into your existing curriculum.

Chaperones

Please bring 1 adult chaperone for every 10 students. We greatly value chaperone enthusiasm and involvement in order to make this a memorable experience for your students. On our website, you will find a letter to chaperones outlining their responsibilities during the program. Please make sure that they receive the letter prior to arrival.

Teacher Role

We encourage you to use the time during the program to observe, assist, and/or assess your students. We would like this to be a learning experience for you, as well as your students, and encourage your participation throughout the trip. You may wish to discuss the role you would like to take during the trip with the Audubon Teacher/Naturalist(s) upon your arrival.



Nametags

Please provide visible nametags for students and adults so that we can call them by name.

Dressing for Learning Outdoors

We often spend the entire program outdoors. It is extremely important that everyone comes properly dressed. In the spring and fall, please stress that students and chaperones should wear or bring a waterproof rain jacket, an extra warm layer, comfortable walking shoes, and a hat with a brim. We recommend that everyone wear long pants due to the presence of ticks during these seasons. In the winter, everyone should wear or bring snow pants, a winter jacket or snowsuit, lined boots, heavy socks, hats, mittens or gloves, and scarves. Please check the forecast before your trip and consider that the weather at the Center could be very different from the conditions at your school.

Students with Special Needs

Notify us in advance about students with physical limitations, severe allergies to insects, or any other special needs that we should know about.

Payment

See the backside of the [Program Payment Form](#) (available for download from our website) for details on how to calculate the cost of your trip. If you have questions or concerns regarding your payment, please contact the Education Programs Coordinator prior to your visit. Your program fee may be given to the staff member who greets you on the day of your program or you may mail it in advance. Please pay with a single check made out to *Audubon Vermont* or with cash and be sure to include your Program Payment Form with your payment.

Restrooms

Our programs are outdoors and students will be hiking in areas away from where restrooms readily available. We advise that students use the restrooms at school before coming to the Audubon Center. There are outhouses located near the Sugarhouse, not far from our initial meeting place in the field. Restrooms are also available in the office building on Sherman Hollow Rd. Please ask an Audubon staff member to point you in the direction of the nearest facilities during your program if the need arises.

Picnic Lunches

4-hour programs include a half hour break for lunch. If you are participating in a 2-hour morning or afternoon program, you are welcome to arrive early or remain after your program to eat a picnic lunch. Picnic tables are located in the field near the Sugarhouse and in the yard next to our office building. In the event of rain (if scheduling permits), we have some benches in our Clubhouse, located near the Sugarhouse. This is not a heated facility, but can be used to stay dry. If rain is forecasted for the day of your program, please check with the Education Programs Coordinator about the availability of the Clubhouse on the morning of your program. Please be sure to bring trash bags to carry out any garbage.

Inclement Weather

In the case of inclement weather you may choose to 1) try to reschedule your program; 2) come for the program if your students and chaperones are dressed appropriately for the weather; or 3) you may cancel your trip. If the weather is questionable, please call the Audubon Center before 8 am on the day of your trip to speak with the Education Programs Coordinator about your trip.

Cancellation Policy

If a cancellation is made at least 3 weeks in advance, no fees will be incurred. If a cancellation is made less than 3 weeks before the scheduled program a \$60 fee will be charged. There is no fee if cancellation is due to inclement weather. Audubon Vermont reserves the right to reschedule or cancel a program due to inclement weather.

