

Please distribute a copy of this half page to each chaperone before your field trip.



How to Be a Chaperone

Chaperones play an important role in creating a positive and safe learning experience for the entire group. Please follow these guidelines when you are chaperoning a field trip at Olbrich Botanical Gardens.

- **Follow the guidance of Olbrich’s program leader.**
- **Please silence and put your cellphone away during the introduction and other guided portions.** Important information will be shared during the introduction and guided portions of the trip. Please feel free to take photos during your visit.
- **Avoid side conversations during the introduction and other guided portions of the visit.**
- **Monitor your group’s behavior and remind them of safety rules as needed.** Keep your group together with you at all times, and help them follow the simple rules below.
- **Find opportunities to engage with your group.** Model exploratory behaviors and ask prompting questions.
- **Encourage student participation.** Model asking questions and actively participating in program activities.

4 Simple Rules for School & Daycare Groups

- **Be respectful and considerate of others.**
(Use indoor voices and no horseplay).
- **Stay on the paths and use walking feet.**
No playing in water features.
- **Examine the plants and animals with your eyes and ears only.**
(No touching, collecting, or eating plants.)
(No feeding or touching the animals.)

Olbrich Botanical Gardens | 3330 Atwood Avenue Madison WI 53704 | www.olbrich.org

Thank you for helping to ensure a successful field trip!

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