

Field Trip Chaperone Letter



Chaperone Name: _____

Thank you for being a chaperone! **As a chaperone, your priority is the students in your group – please make sure you are traveling the zoo with your assigned students at all times.**

The following information will help prepare you for a successful day at the Oregon Zoo. Please read it carefully and contact your student's teacher if you have additional questions. We hope you enjoy your field trip to the Oregon Zoo!

Important Info About Your Group:

Teacher Name: _____

School Name: _____ Teacher Phone Number: _____

Group Lunch Time and Location: _____ Group Departure Time at Entry Plaza: _____

Call the zoo's emergency number at **503-505-5454** or ask any uniformed employee for assistance in case of an emergency, first aid need or lost child.

Students Names:

Note each student's physical description (clothing, height, hair color) in case of emergency.

- | | |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Guidelines and Helpful Information

- **Respect our animals, their homes, zoo grounds and other visitors.** Please remind students to:
 - Take turns watching the animals.
 - Keep voices low near animal habitats.
 - Walk rather than run.
 - Keep food and other objects out of the exhibits.
 - Write only on appropriate surfaces.
 - Deposit unwanted items into the trash or recycling bin.
- **Encourage curiosity and exploration.** Help students learn and explore by asking questions that keep them involved, responding positively to answers and ideas and encouraging them to learn by observing.
- **Keep students focused.** Make sure students participate in activities, and gently redirect them if they are having trouble focusing.
- **Keep the group together.** Chaperones are expected to stay with their group at all times, regardless of student age and independence.
- **Demonstrate appropriate behavior.** Modeling proper behavior and attitude is the most powerful type of teaching. Students learn by copying your behavior.