

## Fair Hill Nature Center Field Trip Checklist

### Prior to Your Visit

The Fair Hill Nature Center and CCPS decided in the fall of 2016 that the first point of contact for scheduling FHNC field trips will be with the Assistant Principal at each school. This change will help provide consistency across CCPS and prevent miscommunication and redundancies. Assistant Principals will be the first contact in the event of schedule changes and poor weather reports.

Work with your Assistant Principal to:

- Submit names of chaperones to be present at the field trip and verification of their CCPS background check.
  - **Chaperones must wear a CCPS Visitor Badge to the field trip.** This is for easy identification on the trail.
  - Two adults provided by CCPS need to be present with each class (ex: 1 teacher, 1 chaperone).

**A note about chaperones:** Please do not send more chaperones than what is necessary for this field trip (one class needs two CCPS adults: one teacher and one chaperone, except in the case of special needs students). We appreciate enthusiasm of parents, but the trip is meant for a true hands-on experience and additional parents tend to decrease the hands-on element of the lesson.

Adults who have not been vetted by CCPS, will not be allowed to participate in the field trip, and the field trip may be cancelled if there are not enough chaperones to proceed. *The Nature Center is a private organization and is not affiliated with the Fair Hill Natural Resources Management Area, a public park. Extra adults are welcome to stay in the public park, but will not be allowed to attend the Nature Center's programming. This is for the safety of the students, we appreciate your cooperation.*

***Please call the Nature Center if you have any questions or concerns about chaperones.***

- The hikes will be up to 1.5 miles long over rocky and hilly terrain.

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- The hikes will be up to 1.5 miles long over mildly rocky and hilly terrain. Please make sure that chaperones, CCPS staff and students are aware of the hiking conditions. The FHNC will provide appropriate accommodations for students with disabilities.
- Inform the Nature Center if a student requires use of the Nature Center's wheelchair. A student using the wheelchair must have a designated adult, in addition to the chaperones.
- The FHNC needs to be aware if a student has an allergy to bees, peanuts, any life-threatening allergies or carries an EpiPen. Students who require an EpiPen must remain with their teacher at all times. FHNC Staff does not administer EpiPens.

### Day of Your Visit

- All adults (CCPS teachers, chaperones, FHNC staff) will have a brief safety meeting before the start of the field trip.
- 3-5<sup>th</sup> grade programs are 3 hours long with an additional ½ hour break for lunch.
- 2<sup>nd</sup> grade programs are 1.5 hours long and teachers must inform transportation if they are eating lunch at the Nature Center or at school. ***Due to time constraints it was decided by the Nature Center and CCPS that 2<sup>nd</sup> grade will no longer go in the water.***
- Hikes will take place rain or shine (with the exception of dangerous or “extra miserable” weather). See the *Weather Policy* document. Make sure students are dressed appropriately, as they will spend more than 2 hours outside. The Nature Center has some spare gloves and sweatshirts. During rain, the Nature Center supplies ponchos and raincoats.
- Students need to bring a change of clothes and shoes for rainy days and aquatic programs (3<sup>rd</sup> and 5<sup>th</sup>). **No sandals, all shoes must be closed-toe.**

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- Students will not be allowed to carry backpacks, water bottles, phones, cameras, Fitbits or smart watches on their hike. These items are disruptive and are often lost or left behind.
- Have students wear nametags (masking tape is fine). *Please no small print or nametags on a string. It is very important that FHNC Staff see and learn students' names.*

<h1>FIRST NAME</h1>
Last Name
School/Teacher/Other Info

- Bring a trash bag to carry trash from lunch back to your school dumpster (Maryland State Parks are trash-free and the Nature Center does not provide trash bags).
- During lunch, designate one adult to monitor the trash, compost and recycling.

### Things to Know

- FHNC Staff carry safety whistles and two-way radios. In the case of an emergency, Staff are directed to call 911 and the Ranger on Duty. FHNC Staff will blow their whistle/use the two-way radios to signal the rest of the FHNC staff and students to return to the building, if it is deemed safe.
- FHNC will provide teachers/chaperones with a Trail Map and contact information for the Ranger on Duty before the start of each trip.
- In the presence of any dangerous weather or dangerous external factor all students and FHNC staff will return to the Nature Center when/if it is deemed safe and proceed with Lockdown Procedures and/or Severe Weather Procedures.

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- FHNC Staff carry First-Aid kits, but in the presence of a CCPS teacher, CCPS instructs FHNC Staff to have the CCPS teacher to carry out the actions.
- There are domesticated and wild animals in the FHNRMMA Park. If horses or dogs are present, Nature Center staff is instructed to not allow the students to interact or pet the animals.
- If a Fox Hunt is taking place, FHNC Staff has instructions for students, teachers and chaperones to follow. *These instructions include all adults for your safety and the safety of the hunters and hounds.*
- FHNC Staff are always “trail leaders” while hiking and teachers/chaperone are “trail followers”.
- It is important that CCPS teachers/chaperones stay with their group, do not lag on the trail or use their cellphones during the trip. If more than one adult is assigned to each group, it is imperative that adults do not talk during the FHNC Staff’s lesson.

If you have any questions regarding your trip please call 410-398-4909 between 8:30am – 2:30pm, or email [info@fairhillnature.org](mailto:info@fairhillnature.org) at least 48 hours in advance of your trip.

*Thank you. We look forward to your visit!*