



## School Field Trip Preparation Checklist for Teachers

Schiff's field trip programs are offered year-round and combine hikes and hands-on, nature-based activities that introduce students in grades K-5 to their local environment. Please use this checklist to assist you in planning your trip to Schiff. We are committed to ensuring that your field trip and successful, safe, hands on educational experience. Please give us a call if we can be of assistance. We are in this together!

### Pre-Trip

- ✓ Make sure we have received full payment.
- ✓ Please return photo release forms.
- ✓ Advise the students and their parents/chaperones that children should be prepared to be outside for the duration of the field trip. Dress for the weather and for hiking our trails. Layers are recommended; as are raincoats, fleece jackets, and hats and mittens as appropriate for the season. Sturdy shoes and boots are highly recommended. **No students wearing flip-flops, sandals, or unstructured footwear of any kind will be permitted on the trails.** In the event of extreme weather, an indoor activity will occur.
- ✓ Here's one of our favorite websites with tips for packing an eco-friendly lunch: <http://www.epa.gov/wastes/education/lunch.htm>. One fun idea for your field trip day is to challenge your teams to see who can produce the least amount of waste. Schiff staff can help determine the winner at lunchtime.
- ✓ Divide your students into groups no larger than 20 per group. Assign one chaperone for every 10 students. Students should know their group assignment before arrival.
- ✓ Make name tags for the students and chaperones to wear when they visit Schiff.

### Day of Field Trip

- ✓ Please bring any necessary allergy, medications, and emergency contact information needed for your students. Schiff does not supply or administer these items.
- ✓ Please be advised that cell service is spotty.
- ✓ A 30-minute lunch period is incorporated into the field trip schedule. Large groups (more than 30) must eat outside in the Great Meadow or on the bus. Lunch is usually the last part of the program, which allows the students to discuss their activities and ask Schiff personnel additional questions. *If your group requires a different schedule, please let us know in advance.*
- ✓ Label brown-bag/sack lunches with the student's names.

## Chaperone Information for Schiff Nature Preserve Field Trip

### Location of Field Trip

Schiff field trips occur at the Schiff Nature Center located at 339 Pleasant Valley Road in Mendham Township, New Jersey. There is parking for about 20 cars or 1 bus and 10 cars. Field trips are conducted on our main preserve, which comprises about 450 acres between Mendham Township and Mendham Borough in Morris County. Schiff currently owns or manages nearly 800 acres of land, including parcels within the Ralston Historic District, listed on the NJ and National Registers of Historic Places, and the Mt. Paul Preserve and rock quarry in Chester, NJ.

There are several rare, threatened and endangered plant and animal species found on our Preserve. Schiff offers hiking trails, outdoor and indoor educational facilities, a native plant garden, picnic areas and restrooms. Please visit [www.schiffnaturepreserve.org](http://www.schiffnaturepreserve.org) for more information about us.

### Chaperone Role

Chaperones play an important role at Schiff in providing a fun, positive learning experience for students. Chaperones are expected to assist by **providing close supervision and maintaining discipline** to:

- ✓ Ensure student safety;
- ✓ Enhance student interactions and learning opportunities; and
- ✓ Protect the natural ecosystems from unintentional damage.

Chaperones also support Schiff staff with conducting educational activities. It is Schiff's policy to ensure that we maintain a teaching ratio of 1:20. These activities may include hands-on exploration in the Schiff Nature Center or assisting with education activities during the guided hike. During the guided hike, at least one chaperone is asked to walk at the back of the line to ensure that no students fall behind. Chaperones will also assist with the coordination of lunch or snack times and supervise students with restroom visits.

If you have any questions about Schiff, please contact us.

Have fun!

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