



Things to Know

Schedule:

- 20 mins - Arrival, gather lunches, restroom, and snack (optional), large group introduction.
- 90 mins - **Kindergarten & 1st Grade** *Among the Trees* Field Trip Program
- 90 mins - **2nd-5th Grade** *Best Tree Forever* Field trip program
- 30 mins - Lunch

Weather

- Field trips run rain or shine and students are outside for the entirety of the field trip. Remind them to wear proper clothing (ie. Rain jackets, sweaters, close-toed shoes). **No umbrellas please.**
- Come prepared with comfortable walking shoes that can get muddy.
- **No backpacks please.** They can make it difficult to hike and are a distraction.

Restrooms

- There are 2 public restrooms outside of the Visitor Center and 2 porta potties on one of our trails. We stop here before starting tours and sometimes during the tour, but please encourage students to use restrooms before leaving school.

Know your groups and chaperones

- Have students split into small groups of 10-12 before you arrive (*number of groups will be given to you in advance*). Each group will be paired with a Nature Educator to lead their tour.
- We require at least 1 chaperone for every 10 students and at most 2 chaperones for every 10 students, including teachers.
- Chaperones will be expected to help Nature Educators keep students safe, together, and learning.
- Please have chaperones save the lead teacher's phone number in case of emergency.

Arriving via bus

- Buses must park and unload in front of the Visitor Center (4000 SW Fairview Blvd).
- A Hoyt Arboretum staff member will connect with the Person of Contact (POC) to talk about unloading instructions and lunch accommodations.
- Nature Educators will lead students across the street to the Stevens Pavilion where we will gather in a large circle to prepare for the large group introduction.





Things to Know Cont..

When do we eat?

- No food is allowed during the field trip tour. We strongly encourage arranging a snack before the field trip starts.
- Lunch will be after the field trip tour.
- If eating lunch at Hoyt Arboretum, do not leave student lunches on the bus (bus parking is off-site). All student lunches can be stored in the Visitor Center, please pack together in boxes.
- A covered, open-air shelter (Stevens Pavilion) with benches is generally available for students to eat lunch. If unavailable, you will be notified ahead of time.

Stay safe

- Emergencies are rare, however, Hoyt Arboretum volunteers and staff do not administer medication or first aid to any park visitor.
- School representatives (teacher/chaperone) are fully responsible for any student medication that needs to be allocated during a trip.
- Staff and volunteers can call emergency services if needed.
- Bees are present at the Arboretum, if someone has a bee allergy please make sure they have proper medicine available.

Running late?

- Please contact us by email (elena@hoytarboretum.org) or phone (office 503-218-3674) if you are arriving late.

Cancellation and rescheduling

- Hoyt Arboretum Friends reserves the right to cancel, change or reschedule a booking due to unforeseen circumstances, such as staffing issues or [inclement weather](#). We will make every effort to reschedule or refund your fee in full if rescheduling is not possible.
- Cancellation or rescheduling notice received less than 14 days prior to your scheduled date will result in a **\$50 cancellation fee**.
- If City or State mandates a school closure due to COVID or other unforeseen circumstances, the field trip fee will be refunded in full.

COVID Precautions

- This program is fully outdoors and face coverings are optional.

Thank you! For questions please contact Elena at (503) 218-3674 or elena@hoytarboretum.org

