

## Plan Travel Time

SERC is located 7 miles south of Annapolis. We are approximately one hour from DC and Baltimore. Plan on morning commutes. The road to SERC is also long and winding (the speed on campus is 15 mph so give yourself time to get here).

## Prepare Cell Phones

Chaperones are welcome to have cell phones, but we ask that you step away from programs, or outside the classroom, to take calls. All phones should be silenced or on a buzzer. Students should not have cell phones. They should be left in bags or with teachers.

## Know SERC's Photography Policy

You are welcome to take photos at SERC in accordance with your school or group's policy. We ask that you take photos before or after the program to avoid disruptions. You may ask your educator for guidance on appropriate times if you're unsure.

## Bring Payment

You should already have paid your deposit, so be sure to bring the balance of your program fee. If you can't pay the day of your trip, you have 10 business days to remit payment. You may pay by cash, check, or credit card (Visa, MasterCard, Discover).

## Field Trip Preparation Check List

- Date, time, and program are confirmed with SERC.
- I have communicated to SERC staff that I have students with special needs or that need special accommodations.
- I have the correct number of chaperones.
- Transportation and times arranged.
- Students/Chaperones are informed of how to dress and prepare for field trip.
- Students and chaperones know about SERC's cell phone and photography policy.
- Groups are divided and split up appropriately.
- Name tags are prepared for students and chaperones with group names/colors and the school name.
- I have planned for the weather; if it's wet students need jackets/ponchos and something to sit on for lunch.
- I know all my student's allergies and who will be carrying medications for the students. I'm also prepared to communicate this to SERC staff.
- I have payment for the trip or I've made arrangement to remit payment within 10 days of the field trip.
- I know potential dates for other field trips that I'd like to book when I arrive at SERC.

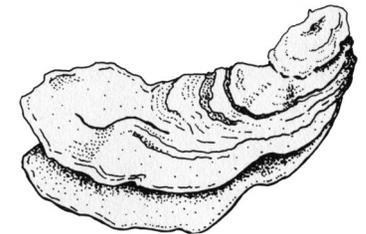


### **Questions? Need more information? Contact:**

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## **Smithsonian Environmental Research Center**

# **How To Prepare For Your Field Trip to SERC**



**Smithsonian Environmental  
Research Center**

647 Contees Wharf Rd. Edgewater, MD 21037



## Welcome!

To ensure that you have the best experience possible, we've put together the following information to help you prepare for your field trip. You will be asked to fill out a Survey Monkey survey a few days before your trip, and it will include a final count of students and allergy information. Here are other tips for preparation:

### Prepare For the Weather

**All of our programs are outdoors. We will run programs even if it's lightly raining.**

Be sure that your students are prepared appropriately. It can be about 10° cooler on the water than on land. Students should bring:

- Closed heel shoes (no flip flops or crocs)
- A change of clothes
- Wear socks or bring socks
- A water bottle (students will not be allowed to canoe if they do not have water)
- Sunscreen Non-aerosol only
- Light jacket or raincoat if applicable
- Lunch (food is not available at SERC)

### What if Rain is Predicted?

A SERC Educator will be in touch with you before your trip to discuss the weather forecast. If there is heavier rain we may, at SERC's sole discretion, cancel the program or offer alternative activities or dates.

### Water Activities and Weather

For students to participate in canoe trips they should be able to swim. SERC requires that air and water temperatures (combined) meet at least 100°F. If there is a small-craft wind advisory SERC reserves the right to cancel.

## How to Prepare Before The Trip

### Gather the Right Number of Chaperones

During field trips teachers are considered chaperones. Please bring the minimum number of chaperones listed below (though more are encouraged):

Grades	Minimum Number of Required Chaperones
Pre-K -3 <sup>rd</sup>	1 adult per 5 students
4 <sup>th</sup> -12 <sup>th</sup>	1 adult per 10 students
Special Ed	1 adult per 5 students



### Canoe Trips:

Minimum # Chaperones	# People Per Canoe (combinations)
1 adult per 2 children under 12.	2 students + 1 chaperone
1 adult per 4 children 13-15	2 students; 1 student + 1 chaperone; or 2 students + 1 chaperone

Chaperones must stay with students at all times and are responsible for their own conduct and the conduct of the students they accompany.

If you have Jr. Counselors or Counselors in Training they must be clearly distinguished (shirts/name-tags). They count as program participants and must pay for the activity. Their numbers also go toward your total participant count.

### Divide Your Students

**Name tags with group names/color and school name are required for students and chaperones.** Please use the following guidelines unless otherwise directed by SERC staff:



**Shoreline Connections**– Evenly divide students into color groups: Red, Green, Blue, and Purple (one color for each station you've signed up for).

**Canoe Trips**– Please have students/ chaperones divided into specific canoes for your trip. The maximum number of people in a canoe is four. Two to three is ideal. Have your list ready for when you arrive.

**Exploring Nature**– Evenly divide students into groups based on how many stations you have. Animal group names will be provided to you by the SERC education staff. We may further subdivide into colors, such as blue and green minnows.

### Don't Worry About Training

SERC education programs are run entirely by staff and volunteers. No prior training is necessary for you or your chaperones.

### Know Allergies & Medications

All of our field trips focus on outdoor learning. There is also the potential for bees in grassy areas. In many activities you will be on the water, and in some cases learning about/touching shell fish, fish, shrimp, and crabs. If you have anyone in your group with allergies then be sure to let SERC staff know at the beginning of the day.

### Plan to Eat Outside

We do not have any covered picnic areas. If it rains or is wet your students may need something to sit on.

