



Field Trip Planning Guide

Our school group programs take place Monday-Friday between 10 A.M. and 12 P.M.

Choose from the following Sea Center activities:

- **Self-guided tour** [one hour]
- **Interactive tour** [one hour]
- **Outdoor Nature Exploration** [one hour]

Fees are kept as low as possible thanks to contributions by our generous supporters and donors. Schools with at least 50% of students qualifying for the free or reduced priced meals program are eligible for scholarships through the Museum Access Fund (MAF). This money is contributed by funders to provide access to the Museum programs for low-income schools. Note: The MAF covers the cost of entrance into the museum, and does not include transportation fees.

Group sizes

Whether you are participating in the interactive tour or self-guided tour, we can accommodate up to 80 students in the Sea Center at one time. If your group is participating in both the interactive tour and outdoor exploration (our most common combination of programs, we can still accommodate up to 80 students. This multiple program approach allows for the total group to be split in half with no more than 40 students inside the Sea Center or outside at one time.



Timeline

As soon as possible, book your visit

- Make your reservation with the School and Teacher Services Coordinator- 805-962-2526 ext. 108, or email seacenterbookings@sbnature2.org

Please provide the following information:

- Contact name
- School name
- Contact phone number
- Contact email address
- Grade level
- Number of students
- Number of classes
- Desired program(s)
- Dates desired
- Any special requests or accommodations
- You will receive a call or an email to confirm the details of your visit. Check this confirmation carefully to ensure accurate date/time/logistics. Corrections may be sent to seacenterbookings@sbnature2.org

Prior to your visit

- Download teacher guides at <http://sbnature.org/education/442.html>
- Conduct pre-visit activities/ go over field trip plans
- Fax, email, or mail completed MAF form if necessary
- Send payment 2 weeks prior to visit
- Make checks payable to **SBMNH** and send to **211 Stearns Wharf Santa Barbara, CA 93101**
- Review behavior expectations with your students
- Assign students to 4 small groups for the interactive tour of the Sea Center- color groups work well
- Assign chaperones to their group

Day of your trip

- Review your plans, expectations, and schedule with your students, chaperones, and other teachers.
- Distribute student nametags before arriving at the Sea Center. It is helpful to have nametags that won't come off and blow away!
- **We will work with you to handle any eventuality and if a problem develops en route (traffic, late arrival), please call. 805-962-2526 ext. 100**



Secrets to a Great Field Trip

Arriving on time

The Sea Center opens at 10 am. Arriving no later than 9:50 A.M. allows for enough time for students to take a restroom break, get a drink, walk up the wharf, etc.

Assigning student groups at school

We expect student groups to be assigned *prior to arriving* at the Sea Center. Please assign your chaperones to a specific group to ensure a safe, well-supervised visit. Our target ratio is one adult per five students.

Nametags

All students must wear nametags. It is very helpful to have nametags that won't come off and blow away.

Planning communication

Communication between chaperones and teachers is vital to a well-organized field trip. Please be sure to provide all chaperones with the lead teacher contact information and you may choose to collect chaperone contact information as well. Using cell phones to coordinate locations and instructions is encouraged; **no other cell phone usage is permitted. *Please ask chaperones to take calls only from the teacher or in an emergency situation.***



Arrival Procedures

We want to get you safely off buses, oriented to the Sea Center, and engaged in activities as efficiently as possible. Knowing the following information will streamline that process.

If you arrive by bus:

Busses will drop off students in the Palm Park Lot (next to the skate park). Drivers may stay in this lot, or park on the coned off areas of Garden St. Busses are not allowed in the dolphin statue roundabout or on Stearns Wharf. A Sea Center Staff member will greet you at the foot of Stearns Wharf and provide further instruction.

If you arrive by car:

You may either park on the Wharf (Stearns Wharf provides free parking for the first 90 minutes and charges \$2.50/hr. for any additional time) or park in town, and walk up Stearns Wharf. Gather students in front of the Sea Center. Sea Center staff will greet you and provide further instruction.

Restrooms

Public restrooms are located at the foot of Stearns Wharf, and the exterior Southern end of the Sea Center building.

Upon arrival, a Sea Center staff member will:

- Greet you and provide your group with a brief orientation. At this time the head teacher will check in with visitor services staff, pay any balance due and provide the exact number of students, chaperones, and teachers from your school.
- Escort your group into the Sea Center

Post-visit

- Student letters are appreciated. We are interested in knowing what students remember about the experience, what they learned, and how their attitudes toward the natural world have been affected. These letters are important in evaluating the success of our programs for both the educators and the program sponsors.
- Please take time to complete the program evaluation and return the completed form in the envelope provided. We read every evaluation and use the information to adapt to your needs.
- Distribute the Free Family Passes to your students and encourage families to use them.