

# Edith J. Carrier Arboretum

## Field Trip Guidelines

### Scheduling

Field Trips are offered April through October. Docent-Guided Tours generally start at 9:30 or 10 am and are 45 minutes to 1 hour in length. Self-Guided Tours are offered throughout the day between 9 am and 4 pm. Please submit a reservation form one month prior to your requested field trip date.

### Group Size

- *Docent-Guided Tours*: Each tour is limited to 20 students per tour but we can accommodate larger field trip groups with multiple tours. Minimum 10 students per day, maximum 60 students per day.
- *Docent-Guided Seedball Activity & Tour*: Minimum 10 students per day, maximum 25 students per day.
- *Self-Guided Tours*: Maximum 120 students per day.

### Chaperones

We require a minimum of 1 adult chaperone per 10 students.

### Arrival Information

- Please have your buses stop **on** University Blvd at the main Arboretum gated entrance (*the entrance that is across from Driver Drive and leads down to the Frances Plecker Education Center*), and discharge students so we can meet you for your tour. Buses should not enter the Arboretum parking lots. Buses will not fit in our lots and will not be able to turn around.
- The bus should then park in the R5 lot and stay in cell phone contact with the group leader to load again at the same place at the end of the field trip.
- Any private vehicles can park in the Arboretum parking lots.
- If you are bringing more than 5 private vehicles, please notify us so we can provide additional parking to accommodate these vehicles.
- Please assign each chaperone to stay with a small group of children during the tour, especially as we walk from stop to stop. This will help ensure a focused, steady tour for your classes!
- Students should arrive wearing nametags if possible. This will help us engage with your students while on tour.
- If you are scheduled for more than one guided tour, split students into appropriate tour groups before arrival.
- Meet your tour guide at the Frances Plecker Education Center.

### Lunch

Brown bag lunches or snack-type, individual carry-on foods and beverages are permitted. School field trips groups may reserve the pavilion for lunch at no charge. The pavilion has six large picnic tables (seating approximately 30-35 children) and is located near the Arboretum parking lot closest to Carrier Drive. Groups may also bring blankets to eat their lunches on the lawn. After eating lunch, be sure to check your area for trash and dispose of it appropriately in the trash cans provided.

**\*Important policy update regarding pavilion reservations:** School/homeschool groups may choose to reserve the pavilion for lunch at no charge as long as they clean up after themselves and deposit trash into the trash cans on site. If a group leaves trash or debris at the pavilion, that group will be charged

the normal pavilion reservation fee of \$50. Please help us model respect and care for natural spaces by leaving the pavilion better than you found it.

### **Restrooms**

Restrooms are located at the Education Center, both inside and outside the building.

### **Dress**

Field trips take place entirely outdoors. Please dress appropriately for the outdoors and uneven terrain. We recommend comfortable walking shoes, hats, water, and sunscreen.

### **Weather**

The Arboretum does not have indoor facilities for large groups to wait out inclement weather. Severe inclement weather automatically cancels guided tours and rescheduling is the group's responsibility. If the weather is uncertain, call the Education Center at (540) 568-3194 before leaving school.

### **Emergency Procedure**

Basic first aid is available at the Visitor Center. In the event of a medical emergency, call 911. Other helpful numbers are listed below:

- Frances Plecker Education Center: (540) 568-3194
- JMU Police Department Emergency: (540) 568-6911
- JMU Police Department Alternate Emergency: (540) 442-6911
- JMU Police Department Non-Emergency: (540) 568-6912
- JMU Police Department Campus Safety Escorts: (540) 568-6913

### **Grounds Use**

- Responsible Individual, and/or Group, either is, or both together are, liable for any and all damage to Arboretum property.
- No physical alteration, amendment, or adjustment to property, such as marking of trees, picking or cutting botanicals, setup of personal tents or canopies, nailing/tacking signs, is allowed.
- Visitors must remain on wood-chip trails and lawns. Traversing garden beds, entering ponds, waterways, and drain basins is prohibited.
- Feeding ducks, turtles and fish within the pond is permitted using only feed appropriate for aquatic species and not with human foods, for animal health and water quality.
- Grounds remain open to the public during reserved tours with no gating or screening of other public users.
- Sporting activities such as football, soccer, Frisbee, etc. are prohibited on the grounds.
- No fires of any sort, including fires within portable grills, are allowed on premises and grounds. Smoking is prohibited on Arboretum grounds
- Users must remove, or leave no evidence of event debris and trash at sites used, and use waste receptacles provided.
- Pets must be on leash, under control and all pet leavings must be removed from lawns and trails by owner/handler.
- All users must vacate premises and parking areas by dusk.