

Timeline for a Successful 3rd Grade Field Trip to the Santa Rosa Plateau Ecological Reserve

1 month before visit

Give each student the required 5 question pre field trip quiz. Found online
Confirm bus arrangements

2 – 3 weeks before visit

Look online for the Teacher’s Guide and Animal Letters for class lessons
Send home letter to parents
Select limited number of chaperones – provide chaperones with guidelines
Send home permission slip / fee notice
Collect student fee. Teachers, 3 chaperones per class and Special Student Aides are free.

Week of visit

Remind students to wear proper clothes, closed-toed shoes, hats, jackets
Remember to eat a healthy, hearty breakfast
Remember to bring water bottle(s) and lunch
Review trip behavior and rules
Make nametags, include teachers and chaperones
Collect pre field trip quizzes and field trip payment
Bring extra trash bags to clean-up lunch trash

Departure

Take bathroom break at school
Distribute nametags to students, teachers, chaperones
Place lunches & trash bags on bus
Review guidelines with chaperones
Review behavior rules with students

Santa Rosa Plateau Reserve Visit

Park Interpreter or docent greet students on bus
Lunches are stored inside Visitor Center lobby or left in bus storage area
Students unload and are assigned small groups
Docents greet their assigned student groups
Docents lead students to the backyard for an introduction & bathroom breaks
Teacher delivers fee payment and quizzes to staff or a designated volunteer
Docents assign adult/teacher to cover safety positions
½ of the student groups move onto trail experience
½ of the student groups explore the nature displays with a docent
Midmorning groups switch activities
Groups return by noon.
Receipt for the Interpretive fee is presented to one teacher and faxed to the school
Students are given a 5 question post field trip quiz.
Teachers complete evaluation form.
Teachers supervise lunch at picnic grove. Bus departs at 1:00 PM

Helpful Hints

If bus leaves school later than expected, call: 951-677-6951, to alert SRP Reserve staff.
Complete bus reimbursement form within ONE month. Send to district transportation.